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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Region

PROCEDURE FOR THE 1936 SOIL CONSERVATION PROGRAM

AND

USE OF RELATED FORMS

ISSUED MARCH 1936.

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PROCEDURE FOR THE 1936 SOIL CONSERVATION PROGRAM

NORTH CENTRAL REGION

Temporary County Committees

The first step in field organization for the 1936 Soil Conservation Program will be the selection of temporary county committees by a group called together by the Extension Director in each State. It is suggested that the persons attending this meeting consist of the chairmen of the State boards of the commodity programs in each State, together with district supervisors and others familiar with the personnel available for the temporary county committees. The report of the Chicago conference committee should be used as a guide in the selection of the temporary county committees. This report recommends that the chairmen of the existing county allotment committees and the chairmen of the county program planning committees be given preference in the selection of the temporary county committees.

State Educational Meetings

A two-day State education meeting will be held at a central point in each State for the purpose of explaining the provisions and procedure of the 1936 Soil Conservation Program. This meeting will be attended by representatives of the Agricultural Adjustment Administration, members of the temporary county committees, county agents, fieldmen, members of State commodity boards, and State extension workers.

State Committees

After the State educational meeting, the regional director will name a State committee for each State. Such committees will be responsible for all phases of the 1936 Soil Conservation Program in their respective States.

Community Educational and Election Meeting

Immediately after the State educational meeting, the temporary county organization committee will hold a series of community meetings for the purpose of explaining the 1936 Soil Conservation Program and electing community committeemen. Notice of the community meetings should be given full publicity in the county. The temporary county organization committee will select a temporary community committeeman who will act as chairman of the community educational and election meeting until permanent officers are elected.

- (a) All available educational material relating to the 1936 Soil Conservation Program will be distributed to those present, and a member of the temporary county organization committee who attended the State educational meeting will explain the 1936 Soil Conservation Program.

- (b) After a thorough explanation and discussion of the 1936 Soil Conservation program, the members of the community committee will be elected. Instructions relative to the election of the community committee are contained in this bulletin under the heading, "Instructions for the Organization and Operation of the County Association."

Immediately after all community elections in a county, the temporary county organization committee, in cooperation with the State committee, will hold a meeting for the purpose of electing county officers and conducting a school of instruction. The newly elected community committeemen will be notified of the place and date of the county meeting.

The suggested procedure for conducting this meeting is as follows:

- (a) The chairman of the temporary county organization committee will act as chairman of the meeting. The election of officers of the county association by the chairmen of all the community committees will be held. Instructions relative to the county organization are found in this bulletin under the heading, "Instructions for the Organization and Operation of the County Association."
- (b) After the election of the officers of the county association, a school of instruction will be held for all community committeemen. The president of the county association will preside at the school of instruction. A representative of the State committee will discuss the method of establishing bases and the preparation of necessary forms. Instructions relative to the establishment of bases and execution of the work sheet are contained in this bulletin under the heading, "Instructions for Preparation and Execution of Work Sheet."

After the school of instruction, the community committeemen, under the direction of the county committee, will interview all persons who own, operate, or control land in the community to ascertain whether or not they wish to participate in the 1936 Soil Conservation Program. At this time, the community committeemen with the aid of the farm operator or owner will enter the necessary data on the work sheet for each separately-owned tract of land in the community. Instructions relative to the completion of the work sheet will be found in this bulletin under the heading, "Instructions for Preparation and Execution of Work Sheet".

After work sheets are returned to the county office, the county clerical assistants will check each work sheet to see that the work sheets have been properly prepared. Any omissions or errors will be corrected by the community committee before the data are entered on the listing sheets.

The community committee will meet in the county office and examine the data on the listing sheets to determine whether the data listed are correct and equitable. If the community committee finds inequities in soil-depleting bases and productivity, revised data will be entered in the space provided on the work sheet. The clerical assistants will then enter the community committee's revised data in the proper columns on the listing sheets.

After the community committees' adjusted data have been entered on the listing sheets, the county committee will review this data to determine whether or not uniformity has been maintained among individuals and communities. Instructions for adjustments will be furnished the county committee.

Immediately after the county committee has reviewed the listing sheets and made necessary adjustments in conformity with county limits, the listing sheets will be transmitted to the State committee.

On receipt of the listing sheets, the State committee will make analyses and necessary adjustments in accordance with instructions relating thereto.

After the listing sheets have been approved, the State committee will return them to the county, together with a letter of approval authorizing the county committee to prepare notification forms.

Upon receipt of the listing sheets and the letter of approval from the State committee, the clerical assistants of the county association will prepare notification forms. This form will be made available to farm operators and owners of tracts of land listed in the county office.

Instructions relative to determination of performance, listing of performance data and transmission to the State Board, analysis of performance data and determination of amount of grant, and certification for payment will be issued at a later date.

INSTRUCTIONS FOR THE ORGANIZATION AND

OPERATION OF THE COUNTY ASSOCIATION

The state committee will supervise the organization and operation of the county association in 1936. County associations will hold meetings and conduct other activities in accordance with the Articles of Association of the county association and instructions relating thereto. Because of the nature of the 1936 Soil Conservation Program, it may be necessary in some instances to change community and association boundaries. In such cases the temporary organization committee should consult the state committee and recommend changes which appear advisable. Any changes recommended in community or association boundaries should meet the requirements indicated in the Articles of Association.

Community Election Meetings

Community election meetings should be scheduled by the chairman of the temporary organization committee and the county agent and should be held as soon as state educational meetings have been completed.

The temporary community committeemen selected by the temporary county organization committee should act as chairman at the community meeting. The chairman should designate a temporary secretary, who should keep the minutes of the community election meeting.

Presentation of Educational Materials.---A member of the temporary county organization committee or the county agent, either of whom attended the state educational meeting, should present the educational material for the 1936 Soil Conservation Program.

Election of 1936 Community Committees.---After the presentation and discussion of the 1936 Soil Conservation Program, persons who desire to become members of the county association shall be given an opportunity to sign a Register of Members. The meeting will then proceed with the election of community committeemen. Each person owning or operating a farm, the principal dwelling place of which is located in the community, and each person owning or operating a tract of land without buildings, the principal part of which is located in the community, are eligible to sign a Register of Members and will be entitled to one vote. A Register of Members is a list of those persons who desire to become members of the county association. After the community election meeting the chairman of the community committee will forward the Register of Members to the county association office where it will be kept on file. The signing of such Register of Members will incur no obligation on the part of any party.

Qualifications of Committeemen.---Men elected should be bona-fide farmers who secure the major part of their income from farms which they own or operate within the county. They should be residents of the community electing them to membership on the community committee. No person who is holding, or who becomes a candidate for a county, state, or Federal office is eligible to serve as a community committeeman.

Election of Chairman of Community Committee.---Nomination for the office of community committee chairman shall be made by written ballot and the three men receiving the highest total number of votes on such nominating ballot should be declared nominated. A ballot should next be taken for the election of chairman and if one of the three nominees receives more than one-half of all votes cast he shall be declared elected. In the event that no nominee receives over one-half of all votes cast a third ballot should be taken on the two candidates receiving the highest total number of votes and the person then receiving the majority of votes should be declared elected. The temporary chairman should then turn the meeting over to the newly elected chairman. The chairman of the community committee shall be a member of the board of directors of the county association. The same procedure should be followed in the nomination and election of the vice chairman and third member of the community committee. Communities covering an unusually large territory

or affected by other special conditions may, upon approval by the Regional Director, elect two or more additional members to the community committee.

Election Meeting of the Board of Directors

A meeting of the association directors elected at the community election meetings should be held upon notice by the chairman of the temporary organization committee as soon as election meetings have been completed. The articles of association should be discussed and adopted at this time. The order of business outlined in Article VII should be followed. Duties of all officers and committeemen are set forth in Article VI of the Articles of Association.

Nomination and election for the county officers should follow the procedure prescribed for the election of community committeemen. When practicable, members of the county committee should be selected who will provide fair representation for the various sections of the county in order that varying agricultural interests and viewpoints may be represented.

President.---The president of the board of directors should be elected first and should take charge of the meeting immediately following his election. The man elected should be familiar with the agricultural conditions in the county and have well defined qualities of leadership and be able to devote a considerable portion of his time to the program.

Vice President.---The vice president should next be elected. He should have the same general qualifications as the president and should act as chairman of the county committee in the temporary absence of the president.

Third Member of the County Committee and Alternate.---The third member of the county committee and one alternate should next be elected in the order listed. A county committee composed of more than three regular members and one alternate may be elected upon approval by the Regional Director.

Secretary.---The board of directors should select as secretary a person who has a general knowledge of farming practices and has business or secretarial ability.

Treasurer.---The man selected as treasurer should be efficient and should reside near the association headquarters. The treasurer need not be a member of the association. The office of secretary and treasurer may be combined into one office of secretary-treasurer. In no instance should the county agricultural extension agent serve as treasurer or as secretary-treasurer.

Immediately after the election meeting of the board of directors, all officers and committeemen should qualify for office by acceptance and should thereupon enter into the duties of the positions to which they have been elected.

Transmittal of Organization Forms.--Immediately after the election meeting of the board of directors, the secretary of the association should transmit to the state committee the following records:

- (1). Form No. NCR-3, Minutes of Community Election Meeting, two copies for each community, (Form No. C.H. 213 may be used in place of Form No. NCR-3 if necessary changes are made by typewriter in accordance with instructions.)
- (2). Form No. NCR-4, Report of Election Meeting of Board of Directors, two copies. (Form No. C.H. 214 may be used in place of Form No. NCR-4 if necessary changes are made by typewriter in accordance with instructions.)
- (3). Minutes of the meeting of the board of directors taken by the secretary, two typewritten copies.
- (4). Form No. NCR-2, Articles of Association of County Agricultural Adjustment Association, two copies.

INSTRUCTIONS FOR PREPARATION AND EXECUTION OF THE WORK SHEET

Immediately following the county organization meeting and school of instruction, the community committeemen should interview all persons who own, operate, or control land in the community to ascertain whether or not they wish to participate in the 1936 Soil Conservation Program. At this time the community committeemen with the aid of the farm operator or owner will enter the necessary data on the work sheet for each separately owned or separately operated tract of land in the community.

After the community committeemen have completed the work sheets for a number of tracts, they should send the work sheets to the office of the county association for listing. After all work sheets for the community are listed, the community committee will review their preliminary recommendation of bases and yields entered on the listing sheet in order that any inequities may be eliminated.

Land to be Covered by Work Sheet

The purpose of the work sheet is to obtain a survey of farming conditions and practices, and to facilitate the planning of farming operations which include desirable soil conservation and soil building practices and the determination of bases from which grants will be measured.

Land comprising two or more contiguous tracts under the same ownership, operated in 1936 as part or all of a single farming unit by a common operator, and located in two or more counties, shall be deemed to be located in the county in which the principal dwelling on such land is located, or, if there is no dwelling on such land, it shall be deemed to be located in the county in which the major portion of such land is located.

Where one or more tracts of farm land in the same county are under the same ownership and are operated in 1936 as part or all of a single farming unit by a common operator such tract or tracts should be covered by one work sheet..

Where two or more tracts of farm land in the same county are under different ownerships, even though they are operated in 1936 as a single farming unit by a common operator, each separately owned tract should be covered by a separate work sheet.

Where two or more tracts of farm land in the same county are under the same ownership and are operated in 1936 as separate farming units, each separately operated tract should be covered by a separate work sheet.

Section I.--Enter the name and address of the operator in the space provided in Section I. In all cases, the name and address of the actual owner of each separately owned tract of land must be entered below the operator's name. A blank space is provided in the last line of Section I for the date and the signature of the operator or owner.

Section II.--Describe the tract of land to be covered by the work sheet as follows:

(1) Enter the miles and direction from town with reference to the usual roads traveled in reaching the land, such as "two miles northeast".

(2) Enter the commonly used name of the road on which the tract is located, such as "Fulton gravel" or "U. S. 40".

(3) Enter the section number, the name of the township and the range number of the tract.

Section III, Table I.

Column (a) The names of soil depleting crops other than those listed in Column (a) harvested on the tract in 1935 should be entered in the blank spaces in items 9 to 12, inclusive.

Column (b) Entries should be made by the community committee with the aid of the operator or the owner relative to the acreages of crops harvested on the various fields and should be verified by the community committeemen.

Items 1 to 12 Inclusive.--Enter the net acreage of each crop harvested in 1935 that is listed in Column (a). The acreage of small grain crops such as wheat, oats, barley, and rye harvested for either grain or hay should be entered in items 2 to 5 respectively. The acreage of small grain crops used only for pasture should be entered in item 20.

Item 13.--Enter the total number of acres in items 1 to 12 inclusive.

Items 14 to 16 Inclusive.--Enter the number of acres from which a crop of tame hay was harvested in 1935. All annual legume acreages such as soybeans, cowpeas, dry edible field beans, and field peas used for any purpose except for green manure should be included in item 6 or items 9 to 12 inclusive.

Item 17.--Enter the total number of acres in items 14 to 16 inclusive.

Item 18.--Enter the number of acres of crop land usually devoted to the production of a crop but from which because of unusual conditions no crop was harvested in 1935.

Item 19.--Enter the number of acres of crop land cultivated throughout the year 1935 to conserve moisture and control weeds and from which no crop was harvested in 1935.

Item 20.--Enter the number of acres used exclusively for rotation pasture in 1935 and from which at least one crop (other than wild hay) has been harvested during the years 1930-1934, inclusive.

Item 21.--Enter the number of acres of plowable land used as permanent pasture in 1935 from which no crop was harvested (other than wild hay) since January 1, 1930.

Item 22.--Enter the number of acres from which wild hay was harvested in 1935.

Item 23.--Enter the number of acres of non-plowable land in native pasture and range.

Item 24.--Enter the net number of acres in orchards and vineyards after deduction of the actual acreage of any interplanted crops.

Item 25.--Enter the number of acres in roads, lanes, buildings, feed lots and miscellaneous non-crop uses.

Item 26.--This total number of acres should equal the acreage of all land covered by this work sheet.

Column (c) When making their preliminary corrections or adjustments of entries in column (b) the community committee shall take into consideration the adjustment made in acreages required by the 1935 adjustment programs. If all or a part of the "contracted, rented, or adjusted" acres were devoted to a soil-conserving or soil-building crop in 1935 such acreage shall be added to the 1935 soil-depleting crop acreage. Enter in item 13 the total number of acres in items 1 to 12 inclusive.

Section III, Table II.--The entries for Table II should be inserted by the clerical assistant in the county office.

Section III, Table III.--The committee shall take into account an unusually high or low acreage devoted to soil depleting crops and shall enter in item 1 their preliminary recommendation for the total soil depleting crop acreage base. Such recommendation should be made in accordance with the instructions contained herein entitled "Establishment of Bases".

The community committee should enter in item 6, column (b) the number of acres of soil depleting crops obtained by subtracting the number of acres in any soil depleting crop bases established for any special soil depleting crops from the total number of acres of soil depleting crops on this tract.

The community committee should then enter in item 6, column (c) a yield for this tract, in terms of the principal soil-depleting crop grown in that county, other than a crop for which a special soil-depleting base is established, on all land from which any crop (other than wild hay) has been harvested at least once during the years 1930-35, inclusive, assuming that weather conditions and other factors affecting yield in 1936 will be similar to such conditions and such factors for the years 1924-33, inclusive.

Item 7.--Enter the number of other tracts of land in the county owned, operated or controlled by the operator and owner.

Item 8.--Enter for this tract the tenure in 1936. If owned by the operator enter the phrase "owner-operator". If rented on shares and the division of the principal soil-depleting crop under the lease or agreement is fifty percent to the operator and fifty percent to the owner, enter the phrase "Rented on Shares, fifty percent to operator and fifty percent to owner". If rented by the operator for cash enter the phrase "Rented for Cash".

Special conditions.--The community committeemen should enter here any information pertaining to crop abandonment, failure to plant because of unusual weather conditions, double cropping, or such other special conditions that will assist the county committee in reviewing adjustments of entries in Table 1.

The Community committeemen who prepare the work sheet should affix their signatures in the space provided at the bottom of the work sheet.

ESTABLISHMENT OF SOIL-DEPLETING CROP ACREAGE BASES

ALL SOIL-DEPLETING CROPS:

The acreage of crops harvested in 1935 on each separately-owned or separately-operated tract of land will be used as a basis for establishing the total soil-depleting crop acreage base. Such acreages will be subject as adjustment as follows:

1. If, under any 1935 commodity programs "contracted, rented, or adjusted acreage" was devoted to soil-building or soil-conserving uses in 1935, such acreage shall be added to the actual 1935 soil-depleting crop acreage. If the "contracted", "rented", or "adjusted" acreage was devoted in 1935 to soil-depleting uses no adjustment shall be made in the 1935 acreage of soil-depleting crops as a result of any 1935 commodity programs.
2. If, due to unusual weather conditions, the total soil-depleting crop acreage in 1935 was materially greater or less than usual on the farm, the county committee will recommend an adjustment of the base to such an acreage as will more correctly represent what would have been the practice in 1935 except for such unusual conditions.
3. If the total soil-depleting crop acreage in 1935 on any farm was materially greater or less than such acreage on any farms in the same community which are similar with respect to size, type of soil, topography, production facilities and farming practices, the county committee will recommend such adjustment as will result in a total soil-depleting crop acreage base for such farm which is equitable as compared with the base acreage for such other similar farms.

COTTON AND TOBACCO

In addition to the above-mentioned factors the county committee will take into consideration the bases established for such farm under the 1935 adjustment programs in establishing the acreage bases for cotton and tobacco for the 1936 Soil Conservation Program.

If the total of the cotton and tobacco acreage bases on any farm exceeds the total annual acreages of such crops harvested in the representative period prior to 1934, such base acreages shall be adjusted downward to eliminate such excess, and unless a more practicable method of adjustment is settled upon, a prorata basis shall be used.

FLAX

In addition to the above-mentioned general factors the county committee will take into consideration the following factors in establishing the flax acreage bases for the 1936 Soil Conservation Program:

1. The acreage on the farm suitable for the production of flax.
2. The farming plans of the operator with respect to the planting of flax in 1936.

If a flax acreage base is established on a farm, the total soil-depleting crop acreage base can not be increased as a result of the establishment of such base, but the flax acreage base is to be a part of the total soil-depleting acreage base established for such farm.

SUGAR BEETS

In addition to the above-mentioned general factors the county committee will take into consideration the following factors in establishing the sugar beet acreage bases for the 1936 Soil Conservation Program.

1. The base which has been or could have been established for the farm pursuant to the Secretary's announcement of November 25, 1935.
2. The production facilities available to the operator.

If a sugar beet acreage base is established on a farm, the total soil-depleting crop acreage base cannot be increased as a result of the establishment of such base; but the sugar beet acreage base is to be a part of the total soil-depleting acreage base established for such farm.

COUNTY LIMITS FOR SOIL-DEPLETING CROP ACREAGE BASES

Total Soil-Depleting Crop Acreage Bases:

The total of all adjusted soil-depleting crop acreage bases as finally established in a county shall be such that the ratio of such total soil-depleting crop acreage bases to the total acreage of farm land included in work sheets for which such bases are being established will not exceed the ratio of the soil-depleting crop acreage of all farm land in the county to the total acreage of such farm land, according to the 1930 United States Census, corrected for the two-year average percentage change in such ratio from 1929 to 1932 and 1933.

Cotton Acreage Bases:

The total acreage of adjusted cotton bases on those farms for which bases are being established under the 1936 Soil Conservation Program, shall not exceed the total cotton base acreage assigned to such farms under the 1935 cotton program, except as otherwise provided by the Agricultural Adjustment Administration

Tobacco Acreage Bases:

The tobacco acreage bases shall conform to limits established in the same manner as limits for cotton acreage bases are established.

Flax Acreage Bases:

The total of all adjusted flax acreage bases in the county shall be such that the ratio of the total of the flax acreage bases to the total of the adjusted soil-depleting crop acreage bases for all tracts of land in the county for which soil-depleting crop acreage bases are being established, will not exceed the ratio of the total acreage of flax to the total acreage of all soil-depleting crops in the county for the year 1929 according to the 1930 United States Census, corrected for the five-year average percentage change in such ratio from 1928 to 1932, except as otherwise provided by the Agricultural Adjustment Administration.

Sugar Beet Acreage Bases:

The total of all adjusted sugar beet acreage bases in the county shall be such as will permit in a producing area the production of a quantity of sugar as determined by the Secretary to meet the marketing quota of such producing area.

NOTIFICATION OF BASES TO FARM OPERATORS AND OWNERS

When the bases established for each separately-owned or separately-operated tract of land have been approved by the State Committee, the county committee will enter on a form provided for that purpose the soil-depleting crop acreage bases established for each of such tracts. This notice will indicate the total adjusted soil-depleting crop acreage bases for all crops for each tract of land in the county owned, operated or controlled by such farm operator or owner. Individual soil-depleting crop acreage bases, when any such bases are established, will be shown for the special soil-depleting crops of cotton, tobacco, sugar beets and flax for each tract of land in the county owned, operated or controlled by such operator or owner. Such information shall be made available for each farm operator or owner for whose land such bases were established.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

PROCEDURE FOR
THE NORTH CENTRAL REGION
1936 SOIL CONSERVATION PROGRAM
AND USE OF RELATED FORMS

FOR USE OF COMMUNITY, COUNTY, AND
STATE COMMITTEES



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1936

(a) All available educational material relating to the 1936 Soil Conservation Program will be distributed to those present, and a member of the temporary county organization committee who attended the State educational meeting will explain the 1936 Soil Conservation Program.

(b) After a thorough explanation and discussion of the 1936 Soil Conservation Program, the members of the community committee will be elected. Instructions relative to the election of the community committee are contained in this bulletin under the heading "Instructions for the Organization and Operation of the County Association."

Immediately after all community elections in a county, the temporary county organization committee, in cooperation with the State committee, will hold a meeting for the purpose of electing county officers and conducting a school of instruction. The newly elected community committeemen will be notified of the place and date of the county meeting.

The suggested procedure for conducting this meeting is as follows:

(a) The chairman of the temporary county organization committee will act as chairman of the meeting. The election of officers of the county association by the chairmen of all the community committees will be held. Instructions relative to the county organization are found in this bulletin under the heading "Instructions for the Organization and Operation of the County Association."

(b) After the election of the officers of the county association, a school of instruction will be held for all community committeemen. The president of the county association will preside at the school of instruction. A representative of the State committee will discuss the method of establishing bases and the preparation of necessary forms. Instructions relative to the establishment of bases and execution of the work sheet are contained in this bulletin under the heading "Instructions for Preparation and Execution of Work Sheet."

After the school of instruction, the community committeemen, under the direction of the county committee, will interview all persons who own, operate, or control land in the community to ascertain whether or not they wish to participate in the 1936 Soil Conservation Program. At this time, the community committeemen with the aid of the farm operator or owner will enter the necessary data on the work sheet for each separately owned tract of land in the community. Instructions relative to the completion of the work sheet will be found in this bulletin under the heading "Instructions for Preparation and Execution of Work Sheet."

After work sheets are returned to the county office, the county clerical assistants will check each work sheet to see that the work sheets have been properly prepared. Any omissions or errors will be corrected by the community committee before the data are entered on the listing sheets.

The community committee will meet in the county office and examine the data on the listing sheets to determine whether the data listed are correct and equitable. If the community committee finds inequities in soil-depleting bases and productivity, revised data will

be entered in the space provided on the work sheet. The clerical assistants will then enter the community committee's revised data in the proper columns on the listing sheets.

After the community committees' adjusted data have been entered on the listing sheets, the county committee will review this data to determine whether or not uniformity has been maintained among individuals and communities. Instructions for adjustments will be furnished the county committee.

Immediately after the county committee has reviewed the listing sheets and made necessary adjustments in conformity with county limits, the listing sheets will be transmitted to the State committee.

On receipt of the listing sheets, the State committee will make analyses and necessary adjustments in accordance with instructions relating thereto.

After the listing sheets have been approved, the State committee will return them to the county, together with a letter of approval authorizing the county committee to prepare notification forms.

Upon receipt of the listing sheets and the letter of approval from the State committee, the clerical assistants of the county association will prepare notification forms. This form will be made available to farm operators and owners of tracts of land listed in the county office.

Instructions relative to determination of performance, listing of performance data and transmission to the State Committee analysis of performance data and determination of amount of grant, and certification for payment will be issued at a later date.

INSTRUCTIONS FOR THE ORGANIZATION AND OPERATION OF THE COUNTY ASSOCIATION

The State committee will supervise the organization and operation of the county association in 1936. County associations will hold meetings and conduct other activities in accordance with the articles of association of the county association and instructions relating thereto. Because of the nature of the 1936 Soil Conservation Program, it may be necessary in some instances to change community and association boundaries. In such cases the temporary organization committee should consult the State committee and recommend changes which appear advisable. Any changes recommended in community or association boundaries should meet the requirements indicated in the articles of association.

COMMUNITY ELECTION MEETINGS

Community election meetings should be scheduled by the chairman of the temporary organization committee and the county agent and should be held as soon as State educational meetings have been completed.

The temporary community committeemen selected by the temporary county organization committee should act as chairman at the community meeting. The chairman should designate a temporary secretary, who should keep the minutes of the community election meeting.

Presentation of educational materials.—A member of the temporary county organization committee or the county agent, either of whom attended the State educational meeting, should present the educational material for the 1936 Soil Conservation Program.

Election of 1936 community committees.—After the presentation and discussion of the 1936 Soil Conservation Program, persons who desire to become members of the county association shall be given an opportunity to sign a register of members. The meeting will then proceed with the election of community committeemen. Each person owning or operating a farm, the principal dwelling place of which is located in the community, and each person owning or operating a tract of land without buildings, the principal part of which is located in the community, are eligible to sign a register of members and will be entitled to one vote. A register of members is a list of those persons who desire to become members of the county association. After the community election meeting the chairman of the community committee will forward the register of members to the county association office where it will be kept on file. The signing of such register of members will incur no obligation on the part of any party.

Qualifications of committeemen.—Men elected should be bona-fide farmers who secure the major part of their income from farms which they own or operate within the county. They should be residents of the community electing them to membership on the community committee. No person who is holding, or who becomes a candidate for a county, State, or Federal office is eligible to serve as a community committeeman.

Election of chairman of community committee.—Nomination for the office of community committee chairman shall be made by written ballot and the three men receiving the highest total number of votes on such nominating ballot should be declared nominated. A ballot should next be taken for the election of chairman, and if one of the three nominees receives more than one-half of all votes cast he shall be declared elected. In the event that no nominee receives over one-half of all votes cast a third ballot should be taken on the two candidates receiving the highest total number of votes and the person then receiving the majority of votes should be declared elected. The temporary chairman should then turn the meeting over to the newly elected chairman. The chairman of the community committee shall be a member of the board of directors of the county association. The same procedure should be followed in the nomination and election of the vice chairman and third member of the community committee. Communities covering an unusually large territory or affected by other special conditions may, upon approval by the regional director, elect two or more additional members to the community committee.

ELECTION MEETING OF THE BOARD OF DIRECTORS

A meeting of the association directors elected at the community election meetings should be held upon notice by the chairman of the temporary organization committee as soon as election meetings have been completed. The articles of association should be discussed and

adopted at this time. The order of business outlined in article VII should be followed. Duties of all officers and committeemen are set forth in article VI of the articles of association.

Nomination and election for the county officers should follow the procedure prescribed for the election of community committeemen. When practicable, members of the county committee should be selected who will provide fair representation for the various sections of the county in order that varying agricultural interests and viewpoints may be represented.

President.—The president of the board of directors should be elected first and should take charge of the meeting immediately following his election. The man elected should be familiar with the agricultural conditions in the county and have well-defined qualities of leadership and be able to devote a considerable portion of his time to the program.

Vice president.—The vice president should next be elected. He should have the same general qualifications as the president and should act as chairman of the county committee in the temporary absence of the president.

Third member of the county committee and alternate.—The third member of the county committee and one alternate should next be elected in the order listed. A county committee composed of more than three regular members and one alternate may be elected upon approval by the regional director.

Secretary.—The board of directors should select as secretary a person who has a general knowledge of farming practices and has business or secretarial ability.

Treasurer.—The man selected as treasurer should be efficient and should reside near the association headquarters. The treasurer need not be a member of the association. The office of secretary and treasurer may be combined into one office of secretary-treasurer. In no instance should the county agricultural extension agent serve as treasurer or as secretary-treasurer.

Immediately after the election meeting of the board of directors, all officers and committeemen should qualify for office by acceptance and should thereupon enter into the duties of the positions to which they have been elected.

Transmittal of organization forms.—Immediately after the election meeting of the board of directors, the secretary of the association should transmit to the State committee the following records:

1. Form no. NCR-3, Minutes of Community Election Meeting, two copies for each community. (Form no. C. H. 213 may be used in place of form no. NCR-3, if necessary changes are made by typewriter in accordance with instructions.)

2. Form no. NCR-4, Report of Election Meeting of Board of Directors, two copies. (Form no. C. H. 214 may be used in place of form no. NCR-4, if necessary changes are made by typewriter in accordance with instructions.)

3. Minutes of the meeting of the board of directors taken by the secretary, two typewritten copies.

4. Form no. NCR-2, Articles of Association of County Agricultural Conservation Association, two copies.

INSTRUCTIONS FOR PREPARATION AND EXECUTION OF THE WORK SHEET

Immediately following the county organization meeting and school of instruction, the community committeemen should interview all persons who own, operate, or control land in the community to ascertain whether or not they wish to participate in the 1936 Soil Conservation Program. At this time the community committeemen, with the aid of the farm operator or owner, will enter the necessary data on the work sheet for each separately owned or separately operated tract of land in the community.

After the community committeemen have completed the work sheets for a number of tracts, they should send the work sheets to the office of the county association for listing. After all work sheets for the community are listed, the community committee will review their preliminary recommendation of bases and yields entered on the listing sheet in order that any inequities may be eliminated.

LAND TO BE COVERED BY WORK SHEET

The purpose of the work sheet is to obtain a survey of farming conditions and practices, and to facilitate the planning of farming operations which include desirable soil-conservation and soil-building practices and the determination of bases from which grants will be measured.

Land comprising two or more contiguous tracts under the same ownership, operated in 1936 as part or all of a single farming unit by a common operator, and located in two or more counties, shall be deemed to be located in the county in which the principal dwelling on such land is located, or, if there is no dwelling on such land, it shall be deemed to be located in the county in which the major portion of such land is located.

Where one or more tracts of farm land in the same county are under the same ownership, and are operated in 1936 as part or all of a single farming unit by a common operator, such tract or tracts should be covered by one work sheet.

Where two or more tracts of farm land in the same county are under different ownerships, even though they are operated in 1936 as a single farming unit by a common operator, each separately owned tract should be covered by a separate work sheet.

Where two or more tracts of farm land in the same county are under the same ownership and are operated in 1936 as separate farming units, each separately operated tract should be covered by a separate work sheet.

SECTION I.—Enter the name and address of the operator in the space provided in section I. In all cases, the name and address of the actual owner of each separately owned tract of land must be entered below the operator's name. A blank space is provided in the last line of section I for the date and the signature of the operator or owner.

SEC. II.—Describe the tract of land to be covered by the work sheet as follows:

(1) Enter the miles and direction from town with reference to the usual roads traveled in reaching the land, such as "2 miles northeast."

(2) Enter the commonly used name of the road on which the tract is located, such as "Fulton gravel" or "U S 40."

(3) Enter the section number, the name of the township, and the range number of the tract.

SEC. III, table I:

Column (a).—The names of soil-depleting crops other than those listed in column (a) harvested on the tract in 1935 should be entered in the blank spaces in items 9 to 12, inclusive.

Column (b).—Entries should be made by the community committee with the aid of the operator or the owner relative to the acreages of crops harvested on the various fields, and should be verified by the community committeemen.

Items 1 to 12, inclusive.—Enter the net acreage of each crop harvested in 1935 that is listed in column (a). The acreage of small-grain crops such as wheat, oats, barley, and rye harvested for either grain or hay, should be entered in items 2 to 5, respectively. The acreage of small-grain crops used only for pasture should be entered in item 20. All annual legume acreages such as soybeans, cowpeas, dry edible field beans, and field peas used for any purpose, except for green manure, should be included in item 6 or items 9 to 12, inclusive.

Item 13.—Enter the total number of acres in items 1 to 12, inclusive.

Items 14 to 16, inclusive.—Enter the number of acres from which a crop of tame hay was harvested in 1935. All annual legume acreages such as soybeans, cowpeas, dry edible field beans, and field peas used for any purpose except for green manure, should be included in item 6 or items 9 to 12, inclusive.

Item 17.—Enter the acreage of clover, timothy, or similar crops which were not harvested or pastured. Include also the acreage of soybeans, cowpeas, and other crops plowed under as green manure.

Item 18.—Enter the number of acres of crop land usually devoted to the production of a crop but from which, because of unusual conditions, no crop was harvested in 1935.

Item 19.—Enter the number of acres of crop land cultivated throughout the year 1935 to conserve moisture and control weeds and from which no crop was harvested in 1935.

Item 20.—Enter the number of acres used exclusively for rotation pasture in 1935 and from which at least one crop (other than wild hay) has been harvested during the years 1930-34, inclusive.

Item 21.—Enter the number of acres of plowable land used as permanent pasture in 1935 from which no crop was harvested (other than wild hay) since January 1, 1930.

Item 22.—Enter the number of acres from which wild hay was harvested in 1935.

Item 23.—Enter the acreage of range pasture land and nonplowable bluegrass.

Item 24.—Enter the net number of acres in orchards and vineyards after deduction of the actual acreage of any interplanted crops.

Item 25.—Enter the acreage of woods, roads, lanes, buildings, feed lots, and miscellaneous noncrop land.

Item 26.—This total number of acres should equal the acreage of all land covered by this work sheet.

Column (c).—When making their preliminary corrections or adjustments of entries in column (b) the community committee shall take into consideration the adjustment made in acreages required by the 1935 adjustment programs. If all or a part of the "contracted, rented, or adjusted" acres were devoted to a soil-conserving or soil-building crop in 1935 such acreage shall be added to the 1935 soil-depleting crop acreage. Enter in item 13 the total number of acres in items 1 to 12, inclusive.

SEC. III, table II.—The entries for table II should be inserted by the clerical assistant in the county office.

SEC. III, Table III:

Item 1.—The committee shall take into account an unusually high or low acreage devoted to soil-depleting crops and shall enter in item 1 their preliminary recommendation for the total soil-depleting crop acreage base. Such recommendation should be made in accordance with the instructions contained herein entitled "Establishment of Bases."

Item 6.—The community committee should enter in item 6, column (b) the number of acres of soil-depleting crops obtained by subtracting the number of acres in any soil-depleting crop bases established for any special soil-depleting crops from the total number of acres of soil-depleting crops on this tract.

The community committee should then enter in item 6, column (c) a yield for this tract, in terms of the principal soil-depleting crop grown in that county, other than a crop for which a special soil-depleting base is established, on all land from which any crop (other than wild hay) has been harvested at least once during the years 1930-35, inclusive, assuming that weather conditions and other factors affecting yield in 1936 will be similar to such conditions and such factors for the years 1924-33, inclusive.

Item 7.—Enter the number of other tracts of land in the county owned, operated, or controlled by the operator and owner.

Item 8.—Enter for this tract the tenure in 1936. If owned by the operator enter the phrase "owner-operator." If rented on shares and the division of the principal soil-depleting crop under the lease or agreement is 50 percent to the operator and 50 percent to the owner, enter the phrase "Rented on shares, 50 percent to operator and 50 percent to owner." If rented by the operator for cash enter the phrase "Rented for cash."

Special conditions.—The community committeemen should enter here any information pertaining to crop abandonment, failure to plant because of unusual weather conditions, double cropping, or such other special conditions that will assist the county committee in reviewing adjustments of entries in table I.

The community committeemen who prepare the work sheet should affix their signatures in the space provided at the bottom of the work sheet.

ESTABLISHMENT OF SOIL-DEPLETING CROP ACREAGE BASES

ALL SOIL-DEPLETING CROPS

The acreage of crops harvested in 1935 on each separately owned or separately operated tract of land will be used as a basis for establishing the total soil-depleting crop acreage base. Such acreages will be subject to adjustment as follows:

1. If under any 1935 commodity program "contracted, rented, or adjusted acreage" was devoted to soil-building or soil-conserving uses in 1935, such acreage shall be added to the actual 1935 soil-depleting crop acreage. If the "contracted", "rented", or "adjusted" acreage was devoted in 1935 to soil-depleting uses no adjustment shall be made in the 1935 acreage of soil-depleting crops as a result of any 1935 commodity programs.

2. If, due to unusual weather conditions, the total soil-depleting crop acreage in 1935 was materially greater or less than usual on the farm, the county committee will recommend an adjustment of the base to such an acreage as will more correctly represent what would have been the practice in 1935 except for such unusual conditions.

3. If the total soil-depleting crop acreage in 1935 on any farm was materially greater or less than such acreage on any farms in the same community which are similar with respect to size, type of soil, topography, production facilities, and farming practices, the county committee will recommend such adjustment as will result in a total soil-depleting crop acreage base for such farm which is equitable as compared with the base acreage for such other similar farms.

COTTON AND TOBACCO

In addition to the above-mentioned factors the county committee will take into consideration the bases established for such farm under the 1935 adjustment programs in establishing the acreage bases for cotton and tobacco for the 1936 Soil Conservation Program.

If the total of the cotton and tobacco acreage bases on any farm exceeds the total annual acreages of such crops harvested in the representative period prior to 1934, such base acreages shall be adjusted downward to eliminate such excess, and unless a more practicable method of adjustment is settled upon, a pro-rata basis shall be used.

FLAX

In addition to the above-mentioned general factors the county committee will take into consideration the following factors in establishing the flax acreage bases for the 1936 Soil Conservation Program.

1. The acreage on the farm suitable for the production of flax.

2. The farming plans of the operator with respect to the planting of flax in 1936.

If a flax acreage base is established on a farm, the total soil-depleting crop acreage base cannot be increased as a result of the establishment of such base, but the flax acreage base is to be a part of the total soil-depleting acreage base established for such farm.

SUGAR BEETS

In addition to the above-mentioned general factors the county committee will take into consideration the following factors in establishing the sugar-beet acreage bases for the 1936 Soil Conservation Program:

1. The base which has been or could have been established for the farm pursuant to the Secretary's announcement of November 25, 1935.

2. The production facilities available to the operator.

If a sugar-beet acreage base is established on a farm, the total soil-depleting crop acreage base cannot be increased as a result of the establishment of such base, but the sugar-beet acreage base is to be a part of the total soil-depleting acreage base established for such farm.

COUNTY LIMITS FOR SOIL-DEPLETING CROP ACREAGE BASES

TOTAL SOIL-DEPLETING CROP ACREAGE BASES

The total of all adjusted soil-depleting crop acreage bases as finally established in a county shall be such that the ratio of such total soil-depleting crop acreage bases to the total acreage of farm land included in work sheets for which such bases are being established will not exceed the ratio of the soil-depleting crop acreage of all farm land in the county to the total acreage of such farm land, according to the 1930 United States Census, corrected for the 2-year average percentage change in such ratio from 1929 to 1932 and 1933.

COTTON-ACREAGE BASES

The total acreage of adjusted cotton bases on those farms for which bases are being established under the 1936 Soil Conservation Program shall not exceed the total cotton base acreage assigned to such farms under the 1935 cotton program, except as otherwise provided by the Agricultural Adjustment Administration.

TOBACCO-ACREAGE BASES

The tobacco-acreage bases shall conform to limits established in the same manner as limits for cotton-acreage bases are established.

FLAX-ACREAGE BASES

The total of all adjusted flax-acreage bases in the county shall be such that the ratio of the total of the flax-acreage bases to the total of the adjusted soil-depleting crop-acreage bases for all tracts of land in the county for which soil-depleting crop-acreage bases are

being established will not exceed the ratio of the total acreage of flax to the total acreage of all soil-depleting crops in the county for the year 1929, according to the 1930 United States Census, corrected for the 5-year average percentage change in such ratio from 1928 to 1932, except as otherwise provided by the Agricultural Adjustment Administration.

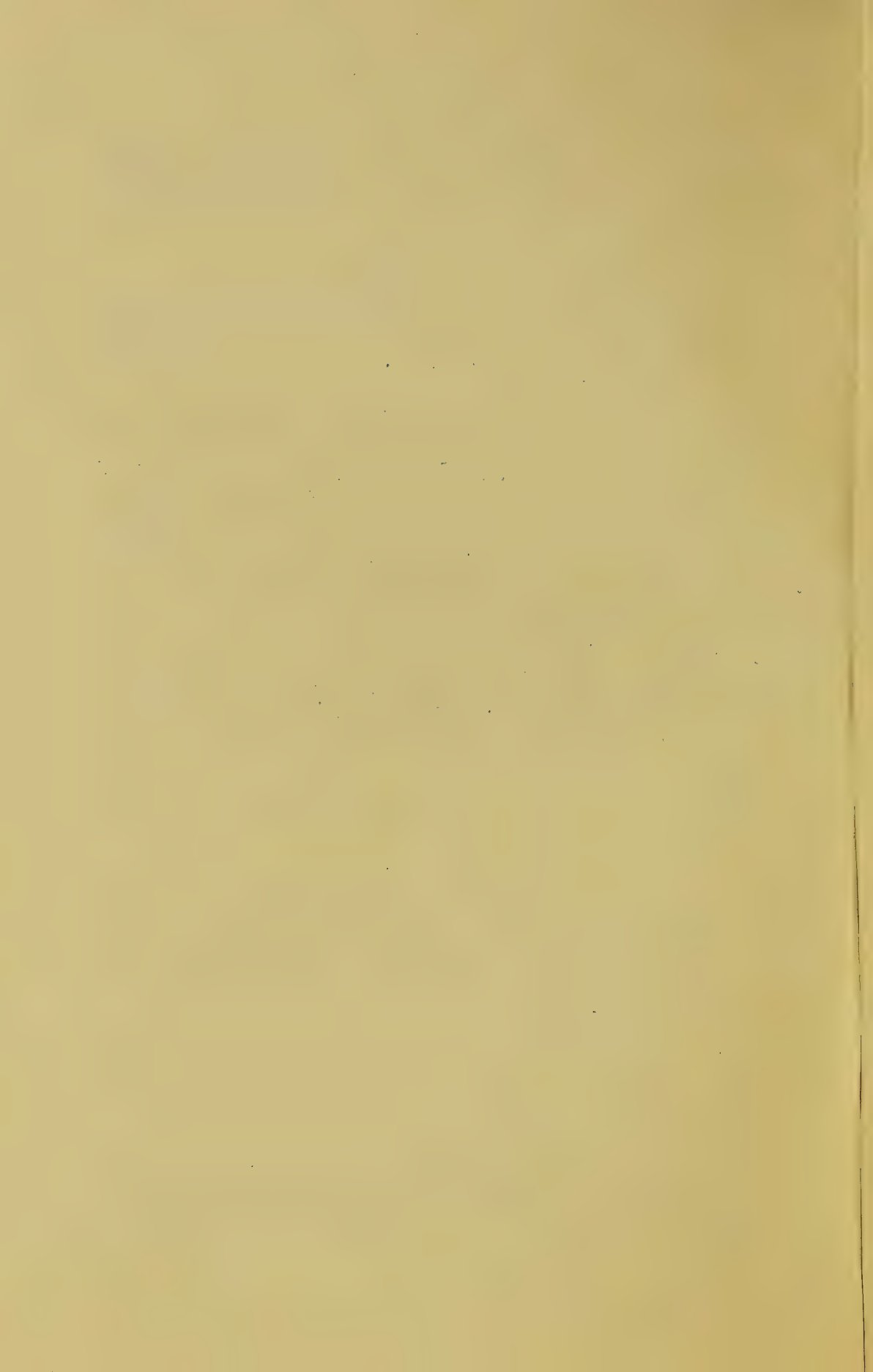
SUGAR-BEET-ACREAGE BASES

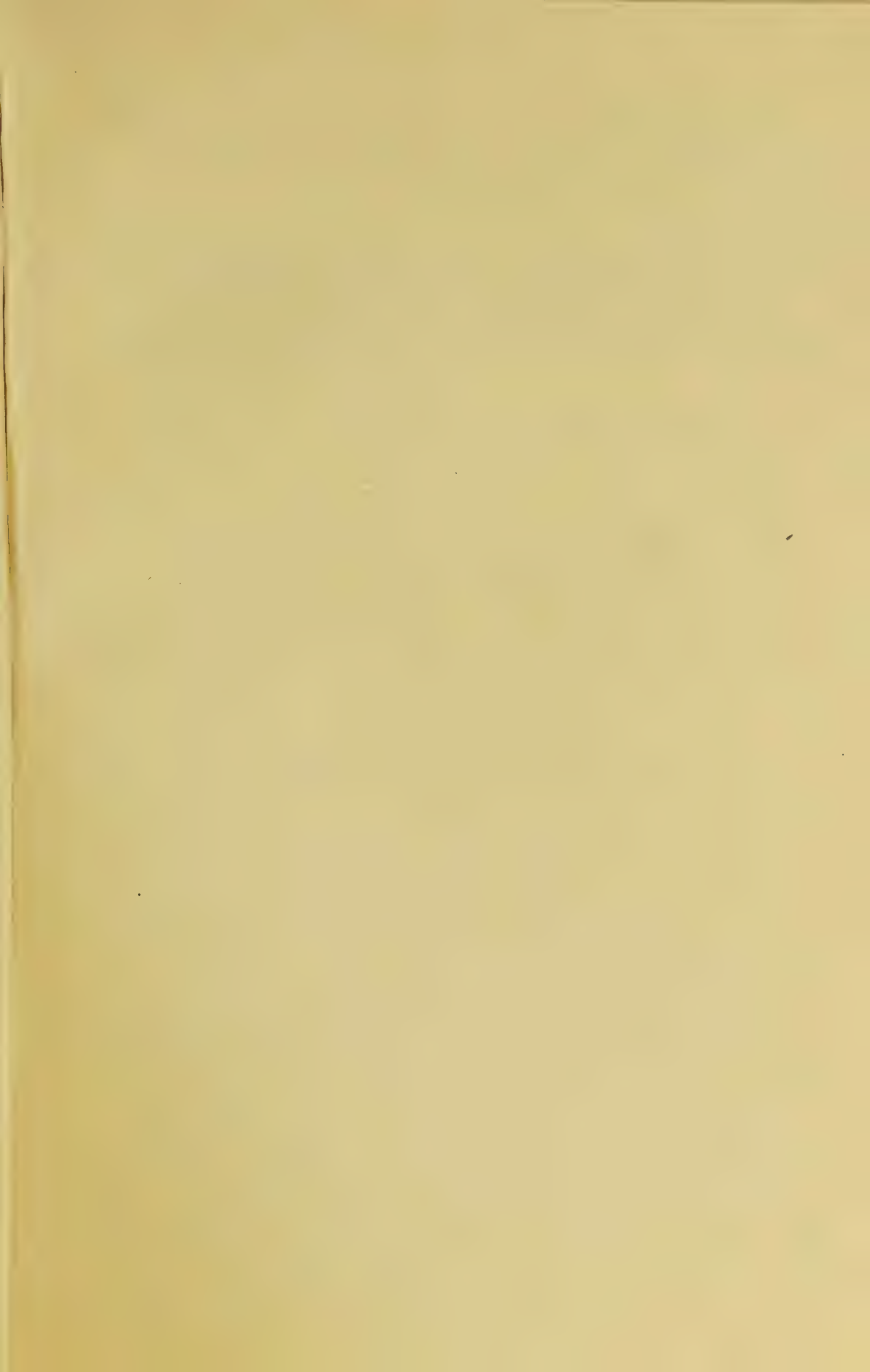
The total of all adjusted sugar-beet-acreage bases in the county shall be such as will permit in a producing area the production of a quantity of sugar as determined by the Secretary to meet the marketing quota of such producing area.

NOTIFICATION OF BASES TO FARM OPERATORS AND OWNERS

When the bases established for each separately owned or separately operated tract of land have been approved by the State committee, the county committee will enter on a form provided for that purpose the soil-depleting crop-acreage bases established for each of such tracts. This notice will indicate the total adjusted soil-depleting crop-acreage bases for all crops for each tract of land in the county owned, operated, or controlled by such farm operator or owner. Individual soil-depleting crop-acreage bases, when any such bases are established, will be shown for the special soil-depleting crops of cotton, tobacco, sugar beets, and flax for each tract of land in the county owned, operated, or controlled by such operator or owner. Such information shall be made available for each farm operator or owner for whose land such bases were established.







UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER THE PROVISIONS OF THE 1936 AGRICULTURAL CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION

FOR USE OF COMMUNITY, COUNTY, AND STATE COMMITTEES

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PART I. OUTLINE OF PROCEDURE

(1) Field representatives of the North Central Division will meet with the State committee, representatives of the Extension Service, and district supervisors relative to the procedure for determining performance.

(2) State committees and representatives of the Extension Service will arrange for such meetings as are necessary for the purpose of informing county officials concerning the procedure for determining performance.

(3) After listing sheets (NCR-6) have been transmitted to the State office, county committees will send the form "Request for Inspection" (form NCR-9) to owners and operators of farms for which a work sheet was executed, upon which "Request for Inspection", owners and operators may request an inspection of such farms.

(4) Farm reporters will inspect all farms owned or operated by persons who have made a request for inspection and record measurements and other necessary data on the "Farm Report" (form NCR-10).

(5) As soon as completed farm reports are received in the county office, the clerical assistants will make the acreage computations for each field and parts of fields devoted to different uses and record such acreages in column (b), table I, and column (d), table II, of the farm report.

(6) After all data have been recorded on the "Farm Report," the clerical assistants will prepare in duplicate the "Summary of Performance" (form NCR-11).

(7) After completion of the "Summary of Performance", the clerical assistants will prepare in triplicate the "Applications for Payment" (forms NCR-12 and NCR-12a).

(8) When all applications for payment have been prepared they will be arranged alphabetically in one list for the entire county and each application will be assigned an application serial number beginning with number one and numbering consecutively until the last application has been numbered.

(9) After the applications for payment have been numbered a "Transmittal Sheet" (NCR-13) will be prepared in triplicate listing all applications in serial-number order.

(10) After the transmittal sheet has been prepared, the applications for payment will be presented to the applicants for their examination and signatures. The second copy of the application for payment will be retained by the applicant and the original and first copy, properly signed by the applicant, will be returned to the county office.

(11) As soon as the applications for payment have been signed by the applicants they will be examined and, if found accurate, they will be signed by the farm reporter, and then examined by the county committee and, if found accurate, signed for the county committee by a member of the county committee.

(12) Applications for payment will be prepared for transmittal to the State office. The transmittal sheets will then be signed for the county committee by a member of the county committee.

(13) The county committee will transmit prepaid to the State office the original and first copy of the transmittal sheet, the original of all applications for payment which were signed by applicants, and the original of the summary of performance. The second copy of the transmittal sheet, the first copy of the application for payment, and the copy of the summary of performance will be filed in the county office.

(14) The State office will compute the amount of payment on the "Computation Sheet" (form NCR-14) and will then enter the amount of payment in the application for payment.

(15) The computation sheet and the original application for payment will then be forwarded by the State office for payment.

PART II. ADMINISTRATIVE ORGANIZATION

The determination of performance in each State will be under the direction and supervision of the State committee. It is desirable that the educational work in connection with determination of performance be conducted in much the same manner as educational work has been conducted in other phases of the program. Only persons who are entirely familiar with the 1936 agricultural conservation program will be selected for district supervisors. The State committee must require the use of such measuring equipment as will insure accurate results, and will issue appropriate instructions for the use of such

equipment, and take such steps as are necessary to obtain accurate results.

The educational work in connection with the determination of performance under the provisions of the 1936 agricultural conservation program should begin as soon as possible after receipt of the necessary forms and instructions contained herein. However, farm measurements must not be made in any county until after listing sheets for such county have been mailed to the State office.

Determination of performance in each county will be under the direction and supervision of the county committee. The county committee will select farm reporters whose duties will be to make measurements and record data for farms of persons who have requested such inspection. Only persons who are well informed about the program will be chosen as farm reporters, and should be, wherever possible, community committeemen. Farm reporters must not make measurements on their own farms or farms of their close relatives. In view of the amount and nature of the work to be done in connection with the determination of performance, it is suggested that an assistant to the farm reporter be selected by the county committee. Either the farm reporter or the assistant must be capable of making measurements, preparing the map, and recording the necessary data. Farm reporters or their assistants who are inaccurate or inefficient should be removed by the county committee; if the county committee does not promptly remove such farm reporters or assistants, proper action will be taken by the State committee.

PART III. INSTRUCTIONS FOR DISTRIBUTING REQUEST FOR INSPECTION (FORM NCR-9)

The request for inspection form must be mailed to all owners and operators of farms for which work sheets were filed. The request for inspection form must not be distributed to such owners and operators until after listing sheets have been transmitted to the State office.

The following is suggested as a letter for use in transmitting the request for inspection forms to farm owners and operators;

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

COUNTY AGRICULTURAL CONSERVATION PROGRAM

(Name of County)

-----, -----
(Town) (State)

(Date)

DEAR SIR: According to our records, work sheets were executed for farms owned or operated by you in this county. If you intend to make an application for payment under the 1936 agricultural conservation program, it will be necessary for you to request an inspection for such farms. Such request should be made by completing, signing, and mailing the enclosed postal card to the office of the county association. The purpose of this procedure is to facilitate the

prompt and orderly determination of the extent to which there has been performance under the provisions of the 1936 agricultural conservation program on farms with respect to which applications are to be made.

By -----,
Chairman.

The address of the county association should be typed or stamped on the blank side of form NCR-9 before they are mailed to owners and operators of farms for which work sheets were filed.

PART IV. INSTRUCTIONS FOR THE EXECUTION OF FARM REPORT (FORM NCR-10)

A "Farm Report" will be prepared for each farm which was separately owned or separately operated on June 30, 1936, and for which either the owner or the operator has made a request for inspection.

After the farm reporters have received their instructions, they will visit all farms owned or operated in the county by persons who have requested inspection of their farms, and on these farms inspect and make the necessary measurements of all (1) cropland; (2) noncrop land upon which any soil-building practices listed in NCR-Bulletin 2, revised, as amended, have been adopted in 1936; and (3) noncrop land upon which a soil-depleting crop was planted for harvest in 1936. Cropland means all farm land which is tillable and from which at least one crop, other than wild hay, was harvested between January 1, 1930, and January 1, 1936, and all other farm land which is devoted to orchards or vineyards which had not reached bearing age on January 1, 1936.

Farm reporters will not calculate the number of acres from their measurements. Clerical assistants in the county office will calculate the acreage from the measurements appearing on the farm report.

There will be instances where, on or before June 30, 1936, there has been land added to the farm, or there has been land dropped from the farm, for which a work sheet was executed. In such cases the farm reporter will prepare a farm report for each farm which was separately owned and separately operated on June 30, 1936. For example, if Farmer A owned and operated a 160-acre farm for which a work sheet was executed, and then any time, on or before June 30, 1936, Farmer A rented 80 acres of such farm to Farmer B, and Farmer B was operating such 80 acres on June 30, 1936, and for a period of 60 consecutive days, which period includes June 30, 1936, there will be a farm report prepared for 80 acres which Farmer A continues to operate and another farm report prepared for the 80 acres which Farmer B rented from Farmer A. The farm reporter will make a notation on the farm report which is being executed for Farmer A similar to the following: "This farm is part of the farm which Farmer A operated at the time of executing the work sheet, the other part of the farm is included in the farm report executed for Farmer B." On the farm report being executed for Farmer B, the farm reporter will make a notation similar to the following: "This farm is part of the farm which Farmer A operated at the time of executing the work sheet."

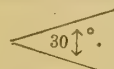
SECTION 1.—In the spaces provided the farm reporter will enter the names of the operator and the record title owner of the farm on June 30, 1936, irrespective of the length of time such persons have operated or owned such farm.

The space provided for drawing the map is 16 inches square with dots 1 inch apart. The map has been so proportioned and scaled that the 1-inch space between dots may represent either 10 rods, 20 rods, or 40 rods, thus making it possible to draw a map of a square quarter-section farm using a scale of 1 inch to 10 rods, or to draw a map of a square full-section farm using a scale of 1 inch to 20 rods, or to draw a map of a square four-section farm using a scale of 1 inch to 40 rods.

Before attempting to draw a map, it should be determined whether the east-west length or the north-south length of the farm is greater. Upon the basis of the greater length, determine the proper scale to be used in drawing the map; that is, if the east-west length is 320 rods and the north-south length is 160 rods, the east-west length would determine the scale to be used which would be 20 rods to 1 inch; thus, one-half of the space provided would be used for drawing the map. On the other hand, if the east-west length is 480 rods and the north-south length is 160 rods, the scale would be 40 rods to 1 inch; thus, the map would be 12 inches by 4 inches.

In preparing the map, the farm reporter will indicate by single lines the outline of each field as he finds it in 1936. He will indicate by double lines public and private roads, or lanes, adjoining or through the farm. He will use dotted lines to show the division between parts of the field devoted in 1936 to the differently classified uses, namely soil depleting, soil conserving, and neutral.

The map will be prepared at the same time measurements are being taken. Measurements of sides of fields or other distance measurements will be shown in the following manner, ----- 60 rods -----; and measurement of angles will be shown in the following

manner:  30°.

After the map has been drawn to scale, beginning with the letter "A" the farm reporter will assign a different letter of the alphabet to each field. In cases where parts of the field were devoted in 1936 to differently classified uses, the parts of the field should be labeled "A1", "A2", etc. The letter X is to be assigned to all noncrop land, such as permanent pasture, wild hay land, range land, roads, lanes, buildings, feed lots, woodland, wasteland, ponds, lakes, etc.

In cases where divisions of fields were different in 1935 than they are in 1936, the 1935 field divisions and measurements will be indicated by a red pencil. For example, if field "B" was divided into two fields in 1935, the 1935 field division will be indicated in red and one part of the 1936 field labeled in red "B-1935" and the other part of the 1936 field labeled in red "BB-1935."

SEC. 2. After the map of the farm has been completed showing all the fields, the farm reporter will execute tables I and II.

Table I.—The farm reporter will not make entries in column (b) inasmuch as acreages will be computed in the county office. Column (b) will be filled out in the county office.

Because emergency forage crops planted on or after July 1, 1936, in no way affect the classification of the land upon which such forage crops were planted, they will be ignored in the determination of performance, and no entries will be made on the farm report concerning such crops.

The farm reporter will enter in column (d) the name of each crop planted for harvest in 1936 and the use made of the crop or field. The name of the kind of tobacco such as "Burley", "Dark air-cured", "cigar leaf", or "Eastern Ohio export" will likewise be entered in column (d). Examples of such entries are: "Oats for grain", "Oats pastured green nurse crop for red clover", "Oats pastured not used as a nurse crop", "Oats clipped green nurse crop for sweet clover", "Oats for hay followed by a good stand of sweet clover", "Oats for hay; no conserving crop", "Oats plowed under as a green manure followed by seeding of alfalfa", "Soybeans for grain", "Soybeans for hay; no soil conserving crop", "Soybeans plowed under as green manure", "Alfalfa hay", "Alfalfa pasture", "Clover pasture", "Burley tobacco."

Where the planting of one soil-depleting crop is followed by the planting of another soil-depleting crop for harvest in the same year on the same acreage, enter the name of the last soil-depleting crop planted on such acreage.

If in 1936 on any acreage a small grain was planted as a nurse crop for a soil-conserving crop and such nurse crop was clipped green or grain formation of such nurse crop was prevented by pasturing, enter the name of such soil-conserving crop, regardless of whether or not there was a good stand of a soil-conserving crop on such acreage at the time of determination of performance.

If in 1936 on any acreage a small grain was planted as a nurse crop for a soil-conserving crop and such nurse crop was cut for hay or grain formation was prevented by uncontrollable natural causes, and there was a good stand of a soil-conserving crop which would normally survive the winter on such acreage on the date as of which final inspection was made of the farm for the purpose of determining performance enter the name of such soil-conserving crop if no nurse crop was planted with such soil-conserving crop; if a nurse crop was planted with such soil-conserving crop there must be evidence that such nurse crop was seeded at a rate not in excess of one-half the normal rate of seeding such crop alone for grain. If in 1936 on any acreage a small grain was planted as a nurse crop for a soil-conserving crop and such nurse crop was cut for hay or grain formation was prevented by uncontrollable natural causes and there was not a good stand of a soil-conserving crop which would normally survive the winter on such acreage on the date as of which final inspection was made of the farm for the purpose of determining performance, enter the name of the small grain planted.

If in 1936 on any acreage a small grain planted alone was cut for hay or grain formation was prevented by pasturing or uncontrollable natural causes and there was a good stand of a soil-conserving crop which would normally survive the winter on such acreage on the date as of which final inspection was made of the farm for the purpose of determining performance, enter the name of such soil-conserving crop if no nurse crop was planted with such soil-conserving crop; if a nurse crop was planted with such soil-conserving crop

there must be evidence that such nurse crop was seeded at a rate not in excess of one-half the normal rate of seeding such crop alone for grain. If in 1936 on any acreage a small grain planted alone was cut for hay or grain formation was prevented by pasturing or uncontrollable natural causes and there was not a good stand of a soil-conserving crop which would normally survive the winter on such acreage on the date as of which final inspection was made for the purpose of determining performance, enter the name of the small grain planted.

If in 1936 on any acreage planted to soybeans, field beans, field peas, or cowpeas, annual legume hay was cut or vegetative growth of any such legumes was prevented by uncontrollable natural causes and there was a good stand of a soil-conserving crop which would normally survive the winter on such acreage on the date as of which final inspection was made of the farm for the purpose of determining performance, enter the name of such soil-conserving crop if no nurse crop was planted with such soil-conserving crop; if a nurse crop was planted with such soil-conserving crop there must be evidence that such nurse crop was seeded at a rate not in excess of one-half the normal rate of seeding such crop alone for grain. If in 1936 on any acreage planted to soybeans, field beans, field peas, or cowpeas, annual legume hay was cut or vegetative growth was prevented by uncontrollable natural causes and there was not a good stand of a soil-conserving crop which would normally survive the winter on such acreage on the date as of which final inspection was made of the farm for the purpose of determining performance, enter the name of the legume planted.

If any acreage was not cultivated in 1936 before July 1, 1936, the entry will be "idle", unless such acreage was first cultivated in 1936 after June 30, 1936, and there was a good stand of a soil-conserving crop which would normally survive the winter on such acreage on the date as of which final inspection was made of the farm for the purpose of determining performance, enter the name of such soil-conserving crop if no nurse crop was planted with such soil-conserving crop; if a nurse crop was planted with such soil-conserving crop there must be evidence that such nurse crop was seeded at a rate not in excess of one-half the normal rate of seeding such crop alone for grain. If any acreage summer fallowed was first cultivated before July 1, 1936, and was followed by a soil-conserving crop seeded alone, the entry will be the name of such soil-conserving crop. If any acreage summer fallowed was not followed by a soil-conserving crop, the entry will be "summer fallow." If any acreage summer fallowed was first cultivated before July 1, 1936 and was followed by a soil-conserving crop seeded with a nurse crop the entry will be the name of the soil-conserving crop if there was a good stand of such soil-conserving crop which would normally survive the winter on such acreage on the date as of which final inspection was made of the farm for the purpose of determining performance and if there is evidence that such nurse crop was seeded at a rate not in excess of one-half the normal rate of seeding such crop alone for grain.

If a field was clean cultivated or treated with a chlorate for the eradication of specified perennial noxious weeds, for example, bindweed, the entry will be "eradication bindweed."

It will be found in many instances that one part of the field will have been devoted to one crop or use and the other part of the field devoted to another crop or use. If both uses are general soil-depleting crop uses, the names of each crop grown on the field or the use to which such field is devoted and the portion of the field devoted to such crop or use will be entered in column (d); for example, "About one-half corn and about one-half soybeans", or "about one-fourth wheat and three-fourths oats." The same procedure will be followed if both crops or uses are classified as soil conserving or if both uses are classified as neutral uses. However, if part of the field is devoted to a soil-depleting use and the other part of the field is devoted to a soil-conserving use, it will be necessary to obtain measurements of that part of the field devoted to each use. For example, if field A was devoted to corn and alfalfa hay, the field on the map should be separated by a dotted line and one part of such field labeled "A1" and the other part of the field labeled "A2", and in such case line A, table I, will be divided horizontally and, in the upper division, A1 will be entered in column (a) and corn in column (d); and, in the lower division, A2 will be entered in column (a) and alfalfa in column (d).

It will be necessary in all cases to obtain measurements of each part of a field devoted to a separate soil-depleting crop, such as cotton, Burley tobacco, dark air-cured tobacco, cigar-leaf tobacco, eastern Ohio export tobacco, sugar beets, and flax.

Land will be classified according to its use on June 30, 1936, unless it is to be reclassified after that date because of certain uses specified in NCR-Bulletin No. 1, Revised, as amended.

A few examples of such uses are as follows:

Land from which small-grain hay or annual-legume hay was cut will be classified as soil conserving only if there is on such land on the date as of which final inspection of such land is made for the purpose of determining performance a good stand of a soil-conserving crop which would normally survive the winter if no nurse crop was planted with such soil-conserving crop; if a nurse crop was planted with such soil-conserving crop there must be evidence that such nurse crop was seeded at a rate not in excess of one-half the normal rate of seeding such crop alone for grain. If soybeans were growing on land on June 30, 1936, such land will be classified as soil depleting unless such acreage is subsequently so used to require it to be classified as soil conserving. If any soil-depleting crop planted after June 30, 1936, is harvested for grain or seed in 1936, such land will be classified as soil depleting, even though such land may have been classified as soil conserving on June 30, 1936. Land devoted to the production of clover or alfalfa or some other soil-conserving crop on June 30, 1936, will be so classified, even though planted after that date to a soil-depleting crop for harvest in 1937.

After column (d) has been filled out, column (c) will be filled out following the same procedure as that outlined for column (d), except that in the case of double cropping the name of the last soil depleting crop planted shall be entered. In the case of failure of a soil depleting crop the name of the soil depleting crop which failed will be entered unless such acreage is subsequently so used as to require

it to be classified as soil conserving. Column (c) deals with the year 1935. The farm reporter, with the aid of the operator and by inspection of the fields will obtain the necessary information with respect to the crops grown on the various fields in 1935. The statements from the operator with reference to 1935 crops will be carefully checked to see that they are reasonable in view of probable crop rotation and the 1936 crops on the various fields. If there is any reason to doubt the accuracy of any information furnished by the operator, such steps will be taken as are necessary to verify such information.

Column (e) is not to be used at the time of first inspection of performance but is to be used at the time of second inspection if such second inspection is necessary to reclassify such land because of the use made of such land after the first inspection. It will be necessary to make a second inspection of performance on only a part of the farms, and in order to identify such farms, the farm reporter will make the following notation in the margin of the farm report below table I: "Later visit needed."

Table II.—This table is designed to summarize the kind of approved soil building practices followed in 1936 and to indicate whether such practices meet the requirements of the program with respect to the making of class II payments. In column (a) the farm reporter will enter the field letter or subletters, such as "A" or "A2", of fields upon which the soil-building practices were followed.

In column (b) the farm reporter will enter the name of the soil building practice followed, such as "seeding alfalfa" or "plowing under soybeans." He will use care that the title used clearly defines the practice.

Column (c) will not be filled out by the farm reporter but will be filled out in the county office.

Column (d) cannot be filled out in the field inasmuch as all acreages will be computed in the county office.

It is important that the farm reporter enter accurate descriptions in column (e). In column (e) will be entered the evidence of performance; that is, such notations as "a good stand of new seeding alfalfa", or "a one-third stand new seeding alfalfa, signed evidence presented that 15 pounds alfalfa seed were applied per acre", or "signed evidence presented that 2 tons lime were applied per acre." Where written evidence is presented it must be attached to the farm report.

In cases where an approved soil-building practice was followed on only a part of a field, or different approved soil-building practices were followed on each of several parts of a field, a supplementary map for such field will be drawn on an unused portion of either side of the Farm Report. Directly above the supplementary map there will be written conspicuously the letter of the alphabet which was assigned the field on the map of the farm, for example, "Field A." Parts of such field will then be labeled "A1", "A2", "A3", etc. Measurements of the angles and boundaries of each of the parts will be shown on the supplementary map, as well as the name of the approved soil-building practice.

SEC. 3.—The farm reporter will describe the farm for which the map is made on the reverse side of the form as follows:

(1) By entering the number of miles and direction from a commonly known town by way of the usual roads traveled to reach the farm such as "2 miles northeast" or "3 miles west and 1 mile north";

(2) By entering the commonly used name of the road on which the farm is located, such as "Fulton Gravel" or "U. S. 40";

(3) By entering the legal description describing the farm sufficiently well to make it possible to prepare a plat map in the county office.

SEC. 4.—In the spaces provided, the farm reporter will enter the names of the operator and owner of the farm entitled to a share of the payment, if there is no question as to who is entitled to the payment. A person will not be regarded as the owner or operator of a farm unless such person owned or operated such farm, as the case may be, on June 30, 1936, and has been such owner or operator for a period of at least 60 consecutive days, which period must include June 30, 1936. If the person who requested an inspection of the farm owned or operated by him in the county did not own such farm on June 30, 1936, and has not been such owner or operator for a period of at least 60 consecutive days, the spaces provided for the names of the operator and owner of the farm eligible for the payment will be left blank, and a statement will be prepared and attached to the Farm Report stating all the facts concerning the case in order that the county committee may ascertain who is the owner or operator eligible for payment with respect to such farm.

In the box headings immediately below the work "crop" the farm reporter will write the names of the two soil-depleting crops having the largest acreage on the farm, and in the table he will show the division between the operator and the owner of the proceeds of these two named soil-depleting crops under the 1936 lease. It will be necessary for either the owner or operator whose name appears in section 4 to certify to the division of proceeds of these two crops under the 1936 lease between the operator and owner.

SEC. 5.—This section is divided into two parts. The first part is for the certification at the time of first inspection of performance on the farm and the second part for the certification at the time of the second inspection of performance on the farm which may be necessary to reclassify land because of the adoption of a soil-conserving use or a soil-building practice since the first certification. The farm reporter who made the first inspection of performance should, wherever possible, make the second inspection.

PART V. INSTRUCTIONS FOR EXECUTION OF THE SUMMARY OF PERFORMANCE (FORM NCR-11)

The "Summary of Performance" will be prepared in duplicate. The carbon copy will be filed in the county office and the original will be transmitted to the State office. The purpose of this form is to provide a summary of crop data and soil-building practices for each farm for which a farm report is executed. Essential data will be transferred from this form to the application-for-payment form.

The farm report will be checked* carefully for completeness and correctness before the summary of performance is executed. If the farm report is found to be incorrect or incomplete it will be returned to the farm reporter for correction or completion. The measured acreages will have been entered on the farm report before execution of the summary of performance.

The name of the township in which the farm is located, the name of the owner, operator, and the percentage figures for divisions of the principal soil-depleting crop, or proceeds thereof, will be found on the farm report and will be entered in the appropriate spaces in items 1, 2, and 3 at the top of the summary of performance form.

If the division of proceeds of the principal soil depleting crop under the 1936 lease as shown by the farm report does not agree with the corresponding information in item 8 of the work sheet, the matter will be referred to the county committee to ascertain the proper percentages to be entered in items 2 and 3 of the summary of performance.

After table I has been executed, enter in the space in the box headed "Division of proceeds of ----- crop under the 1936 lease", the name of the soil-depleting crop to which the greatest acreage is devoted on the farm in 1936 as indicated in column (c) of table I.

TABLE I

Before executing table I, clerks should thoroughly familiarize themselves with the official classification of crops.

The names of crops listed in items 1 to 8 are soil-depleting. The following are examples of crops which will not be entered in items 1 to 8 because they are not soil-depleting:

(1) Small grains pastured or clipped green when used as a nurse crop for a soil-conserving crop. The number of acres so utilized will be entered in item 21.

(2) Small grains plowed under for green manure when followed by a soil-conserving crop. The number of acres so utilized will be entered in item 21.

(3) Small grains and soybeans, cowpeas, field beans, and field peas when cut for hay and followed by a good stand of a soil conserving crop in accordance with provisions relating to such use in such cases. The number of acres so utilized will be entered in item 21.

(4) Soybeans and cowpeas used as green manure are classified as soil conserving. The number of acres so utilized will be entered in items 22, 23, or 24.

(5) In area B soybeans and cowpeas are classified as soil conserving, regardless of use, except soybeans harvested for crushing. The number of acres of soybeans harvested for crushing will be entered in item (6) and the number of acres of soybeans and cowpeas used in any other manner will be entered in items 22, 23, or 24.

Enter in column (a), items 9, 10, and 11, the names of any general soil-depleting crops, as shown by the farm report, which are not enumerated in items 1 to 8 above, and in columns (b) and (c), the acreage of such crops. Examples of such crops are buckwheat, broomcorn, grain mixtures, and millet for any use. Sudan grass for any use in the entire North Central Region except in area A is soil-depleting and consequently will be entered in items 9, 10, or 11,

but sudan grass for any use in area A is soil-conserving and hence will not be entered in items 9, 10, or 11, but will be entered in items 22, 23, or 24.

Enter in item 12, columns (b) and (c), the total of items 1 to 11, inclusive, which represents the number of acres of general soil depleting crops planted.

Enter in items 13 and 14 in column (a) the words "burley tobacco", "Dark Air Cured tobacco", "cigar-leaf tobacco", "Eastern Ohio export tobacco", "cotton", "sugar beets", "flax", if such crops are shown on the farm report and enter the number of acres of such crops in columns (b) and (c). If two or more of the aforementioned kinds of tobacco are grown on a farm the number of acres of each type is to be reported separately.

Enter in item 15, columns (b) and (c), the total of items 12 to 14, inclusive, which represents the number of acres of all soil-depleting crops planted.

For all areas except area A, to derive the number of acres of idle and fallow crop land to be entered in item 16, it will be necessary to consider items 16 and 27 at the same time. To obtain the number of acres of idle and fallow crop land to be entered in column (b), items 16 and 27, proceed as follows:

(a) If the total soil-depleting base established for the farm does not exceed item 15, column (b), enter in item 27, column (b), the total number of acres of idle and fallow crop land in 1935 as shown on the farm report, and enter a zero in item 16.

(b) If the total soil-depleting base established for the farm is greater than item 15, column (b), determine the number of acres by which such base exceeds the entry in item 15, column (b); and

(1) if the total number of acres of idle and fallow crop land in 1935 does not exceed the difference derived in step (b) above, enter in item 16 of column (b) the total number of acres of idle and fallow crop land in 1935 and enter a zero in item 27 of column (b); or

(2) if the total number of acres of idle and fallow crop land in 1935 is greater than the difference derived in step (b) above, enter in item 16 of column (b) the difference derived in step (b) above, and enter in item 27 of column (b) the number of acres by which the 1935 acres of idle and fallow crop land exceeds such entry in item 16 of column (b).

For all areas except area A, to obtain the number of acres of idle and fallow crop land to be entered in items 16 and 27, column (c), proceed as follows:

(a) If the total number of acres of idle and fallow crop land in 1936 does not exceed the number entered in item 27, column (b), enter in item 27, column (c), the total number of acres of idle and fallow crop land in 1936 and enter a zero in item 16 of column (c); or

(b) If the total number of acres of idle and fallow crop land in 1936 exceeds the number entered in item 27, column (b), enter in item 27, column (c), the same number of acres as is entered in item 27, column (b), and enter in item 16, column (c), a number of acres equal to the amount by which the number of acres of idle and fallow

crop land in 1936 exceeds the number of acres entered in item 27, column (c).

For area A the number of acres of idle crop land and the number of acres of fallow crop land will be entered separately in Table I.

For area A, in column (a), items 16 and 27, cross out the words "and fallow," and write the words "summer fallow" in either item 22, 23, or 24 in column (a) and enter the number of acres of summer fallow in the appropriate item in columns (b) and (c).

For area A, to obtain the number of acres of idle crop land to be entered in items 16 and 27 in columns (b) and (c), proceed in the same manner as outlined above for *All areas except area A* by deleting the words "and fallow" wherever they appear.

Enter in item 17, columns (b) and (c), the totals of items 15 and 16.

Enter in items 18 and 19, columns (b) and (c), the number of acres of alfalfa, clover, and timothy harvested for hay or seed.

Enter in item 20, columns (b) and (c), only the number of acres of crops classified as soil conserving which were used for rotation pasture.

Enter in item 21, column (b), the number of acres of new seedings of alfalfa, clover, or timothy, without a nurse crop, provided no soil-depleting crop was planted for harvest upon such land in 1935.

Enter in item 21, column (c), the number of acres of new seedings of alfalfa, clover, or timothy without a nurse crop, provided: (1) No soil-depleting crop was harvested on such land; (2) if small grains were planted and grain formation was prevented by uncontrollable natural causes and there was a good stand of a soil-conserving crop on such acreage in accordance with provisions relating to such use in such cases; and (3), if a crop of grain hay or annual legume hay was cut and there was a good stand of a soil-conserving crop on such acreage in accordance with provisions relating to such use in such cases.

Enter in items 22, 23, and 24, column (a), the name of any other soil-conserving crop or soil conserving land uses not enumerated in items 18 to 21, inclusive. Examples of such uses are forest trees planted on crop land since January 1, 1934, weed control, and a soil-conserving crop such as alfalfa, clover, or timothy, which is neither pastured nor harvested. The number of acres so utilized in 1935 and 1936 will be entered in columns (b) and (c), respectively.

Enter in item 25, columns (b) and (c), the total of items 18 to 24, inclusive, which will represent the total number of acres of crop land devoted to soil-conserving crops or soil-conserving uses.

Enter in item 26, columns (b) and (c), the total number of acres devoted to orchards, vineyards, or nurseries, less the acreage of any interplanted crop in such orchards.

Enter in item 28, columns (b) and (c), the total of items 17, 25, 26, and 27.

Enter in item 29, column (c), the number of acres devoted to winter cover crops or green-manure crops, seeded following bulb, flower, or vegetable crops, including potatoes and sweet potatoes, and incorporated into the soil as green manure between January 1, 1936, and October 1, 1936, after having attained at least 2 months' growth.

TABLE II

Before table II is executed it must be determined whether the land covered by the farm report is the same as that covered by a work sheet. In instances where, on or before June 30, 1936, there has been land added to a farm or there has been land dropped from a farm for which a work sheet was executed, it will be necessary for the county committee to prepare new work sheets and to make adjustments in the soil-depleting bases. That is, if a work sheet was executed for a certain farm and a soil-depleting base of 100 acres was established for such farm and on or before June 30, 1936, such farm became two farms because one part was rented to another, the county committee will prepare two new work sheets and establish soil-depleting bases for such farms in accordance with the provisions of bulletins and instructions heretofore issued with respect to the establishment of bases but which in the aggregate do not exceed the soil depleting base established originally when such two farms were a single farm.

The two new work sheets will be given the same arabic number and subnumbered "a" and "b". That is, if the original work sheet was numbered 249, the two new work sheets will be numbered 249-a and 249-b. In cases of changed farms, the clerk in the county office will prepare a list of all such changed farms, and transmit such list to the State committee. The following column headings will be used in preparing such list:

Column 1. Township.

Column 2. Old work-sheet number.

Column 3. Name of operator.

Column 4. Total soil-depleting base.

Column 5. Name of separate soil-depleting base, such as tobacco, cotton, sugar beets, or flax.

Column 6. New work sheet number.

Column 7. Name of operator.

Column 8. Total soil-depleting base.

Column 9. Name of separate soil-depleting base, such as tobacco, cotton, sugar beets, or flax.

In cases where land is dropped, columns 1 to 5 of such list will require a single line, while columns 6 to 9 of such list will require as many lines as the number of new farms into which the original farm was divided.

In cases where land is added, columns 1 to 5 of such list will require as many lines as the number of farms or parts of farms which are being combined into a single farm, whereas columns 6 to 9 of such list will require but a single line.

After it has been determined that the land covered by the farm report is the same as that covered by a work sheet, enter in item 1, column (a) of table II the name of the type of tobacco, if any, for which a soil-depleting base has been approved by the State committee. Enter in items 1, 2, and 6 of column (b), respectively, the tobacco soil depleting base for such kind of tobacco, the cotton soil depleting base and the total soil depleting base which was approved

by the State committee. If a soil depleting base for more than one type of tobacco has been approved by the State committee, strike the word "cotton" in item 2, column (a), and enter therein the name of such other kind of tobacco and enter the soil-depleting base for such other kind of tobacco in item 2, column (b).

If the total soil-depleting base which was approved by the State committee for a farm, exceeds the total number of acres of crop land for such farm, as determined by measurement, the total soil-depleting base will be reduced by at least the number of acres by which the total soil-depleting base exceeds the number of acres of crop land for such farm. Such adjusted total soil-depleting base, instead of the total soil-depleting base approved by the State committee will be entered in item 6, column (b), and a notation will be made in the margin to the right of table II explaining why the entry in item 6, column (b), is less than the total soil-depleting base approved by the State committee.

To obtain the sugar beet soil-depleting base, proceed as follows:

(a) Obtain the sum of any tobacco and cotton soil-depleting bases for the farm.

(b) Subtract the sum obtained in step (a) above from the soil-depleting base.

(c) Enter in item 3, column (b), as the sugar beet soil-depleting base, whichever is smaller of the following acreages:

- (1) the number of acres of sugar beets, planted on the farm in 1936, as shown in item 13 or 14 of column (c) of table I; or
- (2) the difference derived in step (b) above.

To obtain the flax soil-depleting base, proceed as follows:

(d) Obtain the sum of any tobacco, cotton, and sugar beet soil-depleting bases for the farm.

(e) Subtract the sum obtained in step (d) above from the total soil-depleting base.

(f) Enter in item 4, column (b) as the flax soil depleting base whichever is smaller of the following acreages:

- (1) the number of acres of flax planted on the farm in 1936, as shown in item 13 or 14 of column (c) of table I; or
- (2) the difference derived in step (e) above.

To obtain the general soil-depleting base, proceed as follows:

(g) Obtain the sum of any tobacco, cotton, sugar beet, and flax soil-depleting bases for the farm.

(h) Subtract the sum obtained in step (g) above from the total soil-depleting base.

(i) Enter in item 5, column (b), as the general soil-depleting base the number of acres derived in step (h) above.

Enter in item 1, column (c), the approved yield per acre for the type of tobacco named in item 1, column (a) and enter in item 2, column (c), the approved yield per acre for cotton. If the name of a second type of tobacco has been entered in item 2, column (a), enter the approved yield for such type of tobacco in item 2, column (c). Enter in item 5 the approved productivity for crops in the

general soil-depleting base. Such information will be obtained from table III of the work sheet.

The sugar beet yield per acre for a farm to be entered in item 3, column (c), will be determined in accordance with instructions contained in NCR-7c.

The flaxseed yield per acre for a farm will be obtained by multiplying the county average flaxseed check yield by the productivity index for the farm. Such derived flaxseed yield will be entered in item 4, column (c).

TABLE III

Enter in table III the data from columns (b), (c), and (d), of table II of the farm report. The soil-building practice numbers to be entered by the clerk in column (c), table II of the farm report and in column (b), table III of the summary of performance will be obtained from NCR-Bulletin No. 2, revised, as amended. For example, if the practice followed was the seeding of alfalfa, the number will be (a) 1; or if the practice followed was the seeding of bluegrass, the number will be (b) 2; or if the practice followed was the application of two tons of ground limestone or its equivalent, the number will be (f) 1. Only such practices should be entered on the Summary of Performance which have been approved by the county committee. A member of the county committee should examine table II of the farm report and for the county committee initial each practice which is approved for payment. If a practice is disapproved a line shall be drawn through the name of such practice, the word "disapproved" written in the margin, and the initials of the county committeeman affixed.

PART VI. INSTRUCTIONS FOR EXECUTION OF THE APPLICATION FOR PAYMENT (FORMS NCR-12 AND NCR-12a)

An application for payment will be prepared in triplicate in the county office for each person who has requested an inspection of his farms and is entitled to receive a share of the proceeds of the principal soil-depleting crop grown on the farm. Only one application for payment will be prepared for each person regardless of the number of farms owned or operated by such person in the county. If a person owns or operates only one farm in the county, "Application for Payment for One Farm" (NCR-12), will be used. If a person owns or operates more than one farm in a county, "Application for Payment for More Than One Farm" (form NCR-12a) will be used, regardless of the number of farms with respect to which such person makes application for payment. Two applications for payment will be prepared for a farm rented on shares if both the owner and the operator have requested an inspection of such farm.

The data necessary to execute the application for payment form will be obtained from the summary of performance.

EXECUTION OF APPLICATION FOR PAYMENT FOR ONE FARM (FORM NCR-12)

Enter the State and county code and application serial number in the space provided therefor in the upper right-hand corner of the application for payment after all applications have been prepared.

SECTION I.—The name of the applicant should be typed in the blank space provided in the first line of section I.

The number of the work sheet for the farm, with respect to which the application for payment is being made, should be typed in the space provided therefor in section I.

SECTION II.—All entries in section II are to be obtained from the summary of performance. This summary should be checked carefully for completeness and accuracy before any entries are made in section II of the application for payment.

Enter the name of the kind of tobacco shown in column (a), table II of the summary of performance, in the space provided therefor in column (a) section 2 of the application for payment. If a soil-depleting base for more than one type of tobacco was established for the farm, or if a soil-depleting base was established for one type of tobacco and another type was grown, strike the word "cotton" in column (b) of section 2 of the application for payment and enter therein the name of such other type of tobacco.

The soil-depleting bases to be entered in columns (a) to (f), inclusive, item 1, section II, of the application for payment will be transferred from column (b), table II, of the summary of performance.

The yield per acre of tobacco, cotton, sugar beets, and flax to be entered in columns (a) to (d), respectively, item 2, section II, of the application for payment will be transferred from column (c), table II, of the summary of performance. The Productivity Index for the farm to be entered in item 2, column (e), will be transferred from item 5, column (c), table II, of the summary of performance.

The 1936 acreages of soil-depleting crops to be entered in item 3, columns (a) to (f), will be obtained from column (c), table I, of the summary of performance. The 1936 acreage of tobacco, cotton, sugar beets, or flax will be found in items 13 or 14, and the 1936 acreage of general soil-depleting crops will be found in item 12 of the summary of performance. The total acreage of soil-depleting crops grown in 1936 plus any acreage of idle and fallow cropland classified as soil depleting in 1936 will be found in item 17.

The 1935 acreage of all soil-depleting crops, to be entered in item 4, column (f), will be obtained from item 15, column (b), table I, of the summary of performance.

The acreage of soil-conserving crops, to be entered in item 5, column (f), will be found in item 25, column (c), table I, of the summary of performance; and the number of acres to be entered in item 6, column (f), will be found in item 29, column (c), table I.

The soil-building practice number to be entered in item 7 will be obtained from column (b), table III, of the summary of performance. The number of acres, upon which soil-building practices were

adopted, to be entered in item 8 will be obtained from column (c), table III, of the summary of performance. The utmost care should be exercised to see that the correct number of acres upon which soil-building practices were adopted are entered under the correct soil-building practice number.

The entry to be made in item 9, column (f), will be found in items 2 or 3 of the summary of performance opposite the name of the applicant.

No entry will be made in the county office in item 10, section II, of the application for payment.

SECTION III.—The certification of inspection should be signed by the farm reporter who inspected the farm of the applicant. If a second inspection of the farm was necessary, section III of the application for payment should be signed by the person who made this second inspection. If the inspection of performance was carried out under the supervision of a county or community committeeman who has visited the farm and who has determined that the data entered in section II are correct, the certification of inspection may be signed by such committeeman if the person who made the inspection does not sign the certification.

SECTION IV.—The certification of county committee will be signed for the county committee by one member of the county committee.

EXECUTION OF APPLICATION FOR PAYMENT FOR MORE THAN ONE FARM (FORM NCR-12a)

Section I of the application for payment for more than one farm shall be executed in a manner identical with that for the execution of section I of the application for payment for one farm, except that the number of the work sheet for each farm shall be entered in the appropriate place in section II.

Each block in section II of application for payment for more than one farm is identical with section II of the application for payment for one farm, and will be executed in an identical manner. If the applicant has more farms in the county, with respect to which he wishes to make application for payment, than there are blocks in application for payment for more than one farm, the data for such additional farms will be entered in the blocks in the supplement to the application for payment for more than one farm.

Data for farms in the county owned or operated by the applicant with respect to which no application for a payment is being made will be entered in separate blocks of section II of the application for payment for more than one farm and the words "nonapplication farm" will be written in items 7 and 8 of such separate blocks and the letters "N. A. F." will be entered in the square to the left of each of such separate blocks. Only data for items 1, 2, 3, 4, and 9 need be entered in each block of section II for each farm owned or operated in the county by the applicant with respect to the farms for which no application for payment is being made.

Beginning with the first block in section II of the application for payment for more than one farm, data for farms for which the applicant has made an application for payment will be entered in consecutive blocks. Data for each farm for which the applicant

has not made an application for payment will be entered in consecutive blocks in section II immediately following the last block in section II used for a farm for which an application for payment has been made.

Accompanying each block in section II is a certification of inspection. Instructions for the certification of the data entered in each separate block are the same as the instructions for the certification on the application for payment for one farm.

The certification of the county committee should be executed in a manner identical with that for the execution of section IV of the application for payment for one farm.

When all applications for payment have been prepared they will be arranged alphabetically in one list for the entire county, and each application will be assigned an application serial number beginning with number 1 and numbering consecutively until the last application has been numbered. The transmittal sheet, upon which all applications will be listed, will be prepared at the same time that serial numbers are being assigned to the applications.

After the applications for payment have been numbered and the first transmittal sheet prepared, each application will be presented to the applicant for his examination of the data contained in sections I and II. If the applicant is satisfied that the data in sections I and II are correct, he should sign the original and first carbon of the application. If, in the opinion of the applicant, the data in sections I and II are not correct, he should not sign the application but the application should be returned to the county committee for their examination. Applications which are returned to the county office without the signature of the applicant should be accompanied by a note of explanation stating why such signature was not obtained. If, upon examination, the county committee finds any errors in sections I and II, a new application will be prepared for presentation to the applicant. Detailed instructions with respect to signatures and evidence of authority will be found in ACP-16.

PART VII. INSTRUCTIONS FOR THE PREPARATION OF THE TRANSMITTAL SHEET (FORM NCR-13)

When all applications for payment have been numbered, there will be prepared in the county office a transmittal sheet in triplicate on which all applications will be listed in serial number order.

Enter in column (a) the application serial number.

Enter in column (b) the applicant's name.

Enter in column (c) the number of farms owned or operated in the county by the applicant, from which the applicant is eligible to receive a share of the proceeds of the principal soil depleting crop. This item should include all farms for which he has made an application for payment *and* all farms for which he has not made an application for payment.

Enter in column (d) the word "delayed" for all applications for payment for which the applicant's signature has not been obtained or which for any reason cannot be transmitted to the State office at the time of the first transmittal. No application should be marked

"refused" on the first transmittal even though the applicant has refused to sign the application for payment.

Applications which have been marked "delayed" on the first transmittal sheet may be transmitted to the State office at later dates upon transmittal sheets headed "Delayed Transmittal Sheet." Only the data for columns (a), (b), and (c) will be listed on the delayed transmittal sheet for the delayed applications.

Data for applications which the applicant has refused to sign will be listed on the last "Delayed Transmittal Sheet" forwarded to the State office, and the word "refused" entered in column (d) for such applications.

The following statement, signed for the county committee by a member of the county committee, will be entered upon the original and the first carbon of the last sheet of the first transmittal immediately below the last application listed:

I hereby certify that the foregoing is a complete list of all persons who have requested an inspection of farms owned or operated by them in _____ County.
For the county committee:

(Signature of county committeeman)

The following statement, signed for the county committee by a member of the county committee, will be entered upon the original and the first carbon of the last sheet of all delayed transmittals:

I hereby certify that the foregoing is a list of applications which were listed on the first transmittal from _____ County, but were delayed on the first transmittal.

For the county committee:

(Signature of county committeeman)

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE UNDER
 THE PROVISIONS OF THE 1936 AGRICULTURAL CONSERVATION
 PROGRAM IN THE NORTH CENTRAL REGION WHERE FARMS ARE
 OPERATED WITH THE AID OF SHARECROPPERS.

For Use of Community, County, and State Committees.

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PART I. GENERAL

Three supplementary forms are to be used in Areas "B" and "C" and elsewhere in the North Central Region in connection with the determination of performance and the application for payment with respect to farms on which cotton, tobacco, or sugar beets are produced with the aid of sharecroppers in 1936. The term "sharecropper" should not be confused with the term "share tenant". Definitions of these two terms are found in Part I of NCR-Bulletin No. I, Revised, as amended.

Where one or more sharecroppers participate in the production of cotton, tobacco, or sugar beets on a farm, a single work sheet must have been executed covering such entire farm. However, in such cases supplementary forms in addition to the regular forms are needed to determine the extent to which each sharecropper may participate in any payments made with respect to such farms.

PART II. SUPPLEMENT TO THE FARM REPORT
 (FORM NCR 10-a)

On farms operated with the aid of sharecroppers the Farm Report (Form NCR 10) will first be executed in accordance with the instructions relating thereto. The Supplement to the Farm Report (Form NCR 10-a) will then be executed as follows:

1. Enter in the first line of each block in column (a) the name of any person producing cotton, tobacco, or sugar beets as sharecropper on the farm, using as many blocks as there are sharecroppers on the farm. The question in column (a) under the name of each sharecropper should only be answered in Areas "B" and "C" where cotton is produced with the aid of sharecroppers. In such cases the correct answer to the question under the name of each sharecropper should be entered by inserting "Yes" or "No", whichever is appropriate.
2. In each block containing the name of a sharecropper enter in column (b) the field letters for all fields or parts of fields which such sharecropper planted to crops for harvest in 1936. Also enter in each block the field letter for each field or part of field on which a soil building practice is followed, the labor and expense of which was borne in whole or in part by such sharecropper. The letter entered in column (b) will correspond to the letter by which the same field or part of field is designated in the map of the farm on the Farm Report. In the event a sharecropper operates only a part of a field, it will be necessary to indicate the measurements of the parts of the field on the map on Form NCR 10 and designate such parts according to the procedure to be used when a part of a field is devoted to the production of soil conserving crops and the remainder to soil depleting crops as set forth in the instructions (NCR 5a, Part IV) for the execution of the Farm Report.
3. In each block containing the name of a sharecropper, enter in column (c) after the respective field letters the crop planted for harvest in 1936 on the designated field. Enter after the respective field letter the name of any approved soil building practice adopted on such field in 1936 for which the labor and expense were borne in whole or in part by the sharecropper.
4. For each block containing the name of a sharecropper, enter in column (d) the percentage representing the share which such sharecropper receives of the crop shown in column (c). Where an approved soil building practice is entered in column (c), the entry in column (d) must be "100 percent" when the labor and expense of such practice were borne entirely by such sharecropper. Such entry must be "50 percent" if the sharecropper was one of two persons who bore the labor and expense of such soil building practice, "33-1/3 percent" if the sharecropper was one of three persons who bore such labor and expense of such soil building practice, etc.
5. The entries in column (c) will be made in the county office. Such entries will correspond to the number of acres in the respective fields or parts of fields as shown in column (b), Table I, of the Farm Report (Form NCR 10). The entries in column (d) of the Supplement to the Farm Report (Form NCR 10-a) should be made at the sametime that the entries are made in column (b) of Table I of the Farm Report (Form NCR 10).

After the farm reporter has made the entries in columns (a) to (d), inclusive, of the Supplement to the Farm Report, the correctness of such entries must be certified by the operator of the farm and signed by such operator in the space provided therefor.

If there are more sharecroppers on a farm than there are blocks on Form NCR 10-a, as many additional copies of this form should be used as are necessary. The additional forms should be numbered consecutively and they should be plainly marked "continuation". The operator need sign only the certification on the last of such forms.

PART III. SUPPLEMENT TO THE SUMMARY OF
PERFORMANCE, (FORM NCR 11-a).

For all farms operated with the aid of sharecroppers the Summary of Performance (Form NCR 11) will first be executed in accordance with instructions relating thereto. The Supplement to the Summary of Performance (Form NCR 11-a) will then be executed as follows:

1. Enter in column (a) the names of all sharecroppers on the farm in 1936 as shown in column (a) of the Supplement to Farm Report (Form NCR 10-a).
2. Enter in column (b) opposite the name of each sharecropper the total number of acres of cotton planted for harvest in 1936 by such sharecropper. This entry will be the sum of the acres in fields or parts of fields devoted to the production of cotton by each sharecropper as shown in column (b) of the Supplement to the Farm Report (Form NCR 10-a).
3. Enter in column (c) opposite the name of each sharecropper the percentage representing the share of such sharecropper in the cotton crop produced by him.
4. If a sharecropper furnished the workstock and machinery used in the production of cotton, enter the word "Yes" in answer to the question in column (d). If he did not furnish the workstock and machinery, enter the word "No".
5. If tobacco or sugar beets are produced on the farm with the aid of sharecroppers, enter the name of such crop on the blank line above columns (e) and (f). Enter in column (e) opposite the name of each sharecropper the sum of the acres in the fields or parts of fields devoted to the production of such crop by such sharecropper, as shown in column (b) of the Supplement to the Farm Report.
6. Enter in column (f) opposite the name of each sharecropper the share of the tobacco or sugar beet crop, as the case may be, which such sharecropper is entitled to receive.

7. Enter in column (g) opposite the name of such sharecropper the sum of the acres in fields devoted to the production of general soil depleting crops as shown in column (b) of the Supplement to the Farm Report.
8. Enter in column (h) opposite the name of each sharecropper the percentage representing the share which such sharecropper is entitled to receive of the principal general soil depleting crop produced by such sharecropper.
9. Enter in column (i) opposite the name of each sharecropper the name and number of any approved soil building practice as shown in column (c) of the Supplement to the Farm Report.
10. Enter in column (j) opposite the name of each sharecropper the number of acres devoted to such practice by such sharecropper.
11. Enter in column (k) opposite the name of each sharecropper the percentage representing the share of the soil building payment for such practice to which such sharecropper is entitled, as shown in column (d) of the Supplement to the Farm Report.

PART IV. SUPPLEMENT TO THE APPLICATION FOR PAYMENT (FORM NCR 12-b)

This form will be executed in duplicate in connection with the Application for Payment (Form NCR 12 or 12-a) for all farms operated with the aid of sharecroppers. In the event the operator of such farm makes application for payment on Form NCR 12, this form will be attached to such form and become a part thereof. In the event the operator makes application for payment on Form NCR 12-a, this will be attached to and become a part of such form and the particular farm to which this form relates will be indicated on Form NCR 12-a by making a notation to that effect in the margin opposite the block in which the data for such farm is entered. In the event the operator of the farm makes no application for payment this form will be attached to and become a part of Form NCR 12, which will be executed in accordance with the instructions relating thereto except that the signature of the operator will be omitted.

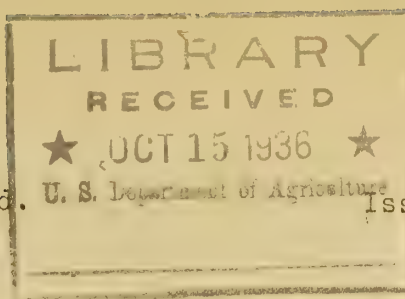
The data called for in columns (a) to (k) of this form correspond to the data entered in the columns (a) to (k) in the Supplement to the Summary of Performance (Form NCR 11-a). These data should be transferred with care to avoid error. The entry in column (l) will be made in the State Office.

When Form NCR 12-b is completely and correctly executed it must be submitted to all sharecroppers whose names appear in column (a). Those who desire to apply for payment may do so by signing their names in column (m) on the lines opposite their names in column (a). Where signature is made by mark in column (m) the name of the sharecropper should be clearly entered in column (m) and such signature witnessed by two disinterested parties. The signatures of witnesses to a signature by mark should be entered in column (n) opposite such signature by mark.

The original of the Supplement to the Application for Payment (Form NCR 12-b) should be attached securely to the related Application for Payment (Form NCR 12 or 12-a) and the duplicate filed with the duplicate of the related Application for Payment.

The procedure outlined herein may, upon recommendation of the State committee and approval by the North Central Division, be employed in whole or in part where, because of rotation practices, it is not possible equitably to designate and allocate the acres devoted to the production of soil conserving crops.

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NCR-5b, Revised. U. S. Department of Agriculture Issued October 3, 1936.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS FOR DETERMINING PERFORMANCE UNDER THE
PROVISIONS OF THE 1936 AGRICULTURAL CONSERVATION
PROGRAM IN THE NORTH CENTRAL REGION FOR SHARE-RENTED
FARMS IN AREAS "B" AND "C" WHICH HAVE A COTTON BASE
AND ON WHICH COTTON WAS GROWN IN 1936 AND ALL OTHER
FARMS IN THE NORTH CENTRAL REGION OPERATED WITH THE
AID OF SHARE-CROPPERS.

For Use of Community, County, and State Committees

(These instructions revise and supersede the
instructions contained in NCR-5b, issued
August 11, 1936).

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Part I. General.

1. Definitions. As used herein the following terms shall have the following meanings:
 - (a) COTTON FARM means any share-rented farm or farm operated with the aid of share-croppers, in areas "B" and "C" which has a cotton base and on which cotton was grown in 1936.
 - (b) SHARE-CROPPER FARM means any farm other than a "Cotton Farm" operated with the aid of share-croppers.
2. Forms. Three supplemental forms will be used in the North Central Region in connection with the determination of performance and the application for payment with respect to "Cotton Farms" and "Share-Cropper Farms". The supplemental forms to be used, in addition to the regular forms are NCR-10a, NCR-11a, and NCR-17. These forms are necessary to determine the extent to which an owner, operator, or share-cropper may participate in any payments made with respect to a "Cotton Farm" or "Share-Cropper Farm".

Part II. Instructions for Determining Who Has Incurred the Expense in 1936 With Respect to an Approved Soil Building Practice.

The county committee in making the determination as to whether the owner, operator, or share-croppers incurred the expense in 1936 with respect to an approved soil building practice on the farm shall take into consideration the cash, credit, or the labor expended in carrying out such soil building practice. Cash or credit may have been used by an owner, share-tenant, or share-cropper in purchasing seed, fertilizer, minerals, or other materials or in employing labor to carry out such soil building practice. Likewise, the county committee shall take into consideration any labor performed without compensation in connection with an approved soil building practice carried out on a farm. For example, if the county committee determined that "A", the owner, furnished part of the seed and "B", the operator, purchased part of the seed and "C", the share-cropper, performed labor without compensation therefor, in connection with an approved soil building practice carried out on the farm, the committee should determine in such case that all these parties have incurred the expense of such soil building practice, and in accordance with Part V, Section III of NCR-B-1, Revised, as of September 17, 1936, the soil building payment for such soil building practice should be divided equally between such parties.

Part III. Instructions for Executing Form NCR-10a, Supplement to the Farm Report.

Form NCR-10 will first be executed in accordance with the instructions relating thereto, except that no percentage figures should

be entered in the space provided therefor in Section IV. The supplement to the farm report, Form NCR-10a, will then be executed as follows:

1. Enter in the space provided in the upper right hand corner the work sheet number and the State and county code.
2. If there is an owner of the farm, who is a person other than the operator, insert the word "owner" in column (a) of the first block and enter the name of the owner. After the name of the owner has been entered on NCR-10a, insert the word "operator" in column (a) of the next block and enter the name of the operator. Next, enter in column (a) of the successive blocks the name of any person producing cotton, tobacco, corn, etc. as a share-cropper, using as many successive blocks as there are share-croppers on the farm. If there are no share-croppers on a "Cotton Farm", strike the word "share-cropper" in the column heading of NCR-10a and insert the words "owner" and "operator" in successive blocks thereon. The question in column (a) should be answered for "Cotton Farms" only. When Form NCR-10a is being executed for a "Cotton Farm", the question in column (a) under the name of each owner, operator, or share-cropper should be answered "yes" or "no", whichever is appropriate, and the number of acres for which work stock and machinery are furnished should be shown. If more than one person furnishes the work stock and machinery for a "Cotton Farm", it will be necessary to designate who provided the work stock and machinery for the various fields on the farm.
3. In each block containing the name of an owner, operator, or share-cropper, enter in column (b) the field letters of all fields or parts of fields from which the crops will be shared in 1936 by such owner, operator, or share-cropper. Also, enter in column (b) opposite the name of the owner, operator, or share-cropper the field letter of each field or part of field on which an approved soil building practice is followed, the labor and expense of which were borne in whole or in part by such owner, operator, or share-cropper. The letter entered in column (b) will correspond with the letter by which the same field or part of field is designated on the map of the farm on the farm report, Form NCR-10. In the event a share-cropper operates only a part of a field, it will be necessary to indicate the measurements of the parts of the field on the map on Form NCR-10, and designate such parts according to the procedure to be used when a part of a field is devoted to the production of soil conserving crops and the remainder to soil depleting crops, as set forth in the instructions (NCR-5a, Part IV) for the execution of the farm report.

4. For each block containing the name of an owner, operator, or share-cropper, enter in column (c) opposite the respective field letters, the name of the crop planted for harvest in 1936 on the designated field or the name and number of the approved soil building practice adopted on such field in 1936 for which the labor and expense were borne in whole or in part by the owner, operator, or share-cropper.
5. For each block containing the name of an owner, operator, or share-cropper, enter in column (d) the percentage representing the share which such owner, operator, or share-cropper receives of the crop shown in column (c). In the case of an operator, the percentage figure to be entered for him opposite the name of the crop shown in column (c) shall be the difference between the sum of the percentages of such crops which the owner and share-cropper receive and 100 percent. For example, if "A", an operator, rents 25 acres of tobacco from "B", an owner, on a 50-50 basis and farms out such acreage to "C", a share-cropper, on a 60-40 basis, the percentage of such crop which the operator receives is derived by subtracting the sum of the share-cropper's percentage (40 percent) and the owner's percentage (50 percent) from 100 percent. The result obtained in such case is 10 percent which is the net percentage of such crop which the operator will receive. When an approved soil building practice is entered in column (c), the entry in column (d) must be 100 percent, 50 percent, 33 1/3 percent, 25 percent, etc., according to the number of parties who contributed a part of the labor and expense of such soil building practice.
6. After the farm reporter has made the entries in columns (a) to (d), inclusive, of the supplement to the farm report, NCR-10a, the correctness of such entries should be certified to by the operator of the farm and signed by such operator in the space provided therefor.
7. The entries in column (e) will be made in the county office. Such entries will correspond to the number of acres in the respective fields or parts of fields, as shown in column (b), Table I, of the farm report, Form NCR-10. The entries in column (d) of the supplement to the farm report, Form NCR-10a, should be made at the same time the entries are made in column (b) of Table I of the farm report, Form NCR-10.
8. Use as many blocks as are necessary to list the fields of any share-cropper, operator, or owner. If there are not a sufficient number of blocks on Form NCR-10a to list the data for the owner, operator, and share-croppers, use as many additional copies of this form as are necessary. The additional forms should be numbered consecutively in the upper right hand corner of the form. The operator need sign only the certification on the last of such forms.

Part IV. Instructions for Executing Form NCR-11a, Supplement to the Summary of Performance.

The summary of performance, Form NCR-11, will first be executed in accordance with the instructions relating thereto except that no percentage figure will be entered in lines 2 or 3 at the top of the page. The supplement to the summary of performance, Form NCR-11a, will then be executed as follows:

1. Enter in the space provided in the upper right hand corner, the work sheet number and the State and county code.
2. Enter in column (a), the name of the owner, provided the owner is a person other than the operator and then enter the names of the operator and share-croppers on the farm, as shown in column (a) of the supplement to the farm report, Form NCR-10a.
3. Enter in column (b) opposite the name of each operator or share-cropper, the total number of acres of cotton planted in 1936 by such operator or share-cropper. This entry for a share-cropper will be obtained by taking the sum of the acres in the fields or parts of fields devoted to the production of cotton by such share-cropper, as shown in column (b) of the supplement to the farm report, Form NCR-10a, and this entry for the operator will be obtained by subtracting from the total number of acres of cotton planted on the farm as shown in item 13(c) or 14(c) of Table I of Form NCR-11, the sum of the acreage planted to cotton by all share-croppers.
4. Enter in column (c) opposite the respective names of the owner, operator, and the share-croppers the number of acres planted to cotton from which such owner, operator, and share-croppers will receive a share of the crop harvested. These data may be taken from column (e) of NCR-10a. If an owner, operator, or share-cropper receives a different percentage of the crop harvested from the different fields of cotton, a separate line must be provided for each such field, and a separate entry made in column (c) and column (d) for such field. For example, "A", an operator, may rent from "B", an owner, 100 acres of land to be planted to cotton on a 60-40 basis. "A" may rent 50 acres to a share-cropper "C" on a 50-50 basis and plant the other 50 acres himself. In a case of this kind, it will be necessary to make two entries in column (c) opposite the name of the operator; that is, 50 acres in each line, and in column (d) the share of the crop would be shown as 10 percent and 60 percent, respectively, the 10 percent being derived by subtracting the sum of the share-cropper's percentage (50 percent) and the owner's percentage (40 percent) from 100 percent, thereby deriving the net percentage for the operator for the field planted by the share-cropper.

5. Enter in column (d) opposite each line used in column (c) the share of the crop which the owner, operator, or share-cropper will receive. This information should be taken from column (d) of Form NCR-10a.
6. When Form NCR-11a is being prepared for a "Cotton Farm" enter in column (e) the number of acres for which the work stock and machinery were furnished by the owner, operator, and share-croppers, respectively. These data may be taken from column (a) of Form NCR-10a.
7. If tobacco, sugar beets, or flax are grown on the farm, enter the name of such crop, including the type of tobacco, on the blank line above columns (f), (g), (h), and (i), and make the entries in columns (f), (g), (h), and (i) as the entries were made in columns (b), (c), (d), and (e).
8. Make the entries in columns (j), (k), (l), and (m) under the column heading "Crops in the General Soil Depleting Base" as the entries were made under columns (b), (c), (d), and (e).
9. If there are more than two special soil depleting crops on the farm, use an additional copy of NCR-11a and mark it "continuation sheet".
10. Enter in column (n) opposite the name of each owner, operator, or share-cropper, the name and number of any approved soil building practice as shown in column (c) of Form NCR-10a.
11. Enter in column (o) the number of acres devoted to such practice, as shown in column (e) of Form NCR-10a.
12. Enter in column (p) opposite the name of such owner, operator, or share-cropper, the percentage representing the share of the soil building payment for such practice to which the owner, operator, or share-cropper is entitled, as shown in column (d) of Form NCR-10a.

Part V. Instructions for Executing Form NCR-17, Supplement to the Application for Payment.

Form NCR-17, Supplement to the Application for Payment, in addition to Form NCR-12 or NCR-15, whichever is applicable, will be prepared in triplicate, for each "Cotton Farm" or "Share-Cropper Farm". If there are no share-croppers on a "Cotton Farm", it will be necessary that Form NCR-17 be prepared for the operator. However, if there are share-croppers on a "Cotton Farm" only one Form NCR-17 will be prepared and such form will be executed by the share-croppers and the data thereon certified to by the operator in the space provided therefor. Care should be taken to see that Form NCR-17 is firmly and securely fastened to the Form NCR-12 or NCR-15 executed by the operator.

In the event the operator of the farm makes no application for payment, Form NCR-17 will be attached to and become a part of an unsigned Form NCR-12 which will have been prepared for the operator.

Form NCR-12 or NCR-15 should be executed in accordance with the instructions issued in connection therewith, except that line 9 of Section II of Form NCR-12 or line 9 of the appropriate block of Form NCR-15 should not carry any percentage figure if the farm covered by such forms is a "Cotton Farm" or "Share-Cropper Farm". In such event, the words "Cotton Farm" or "Share-Cropper Farm", as the case may be, should be entered in such line 9 in lieu of a percentage figure. The percentage figure for the owner, operator, and share-cropper, respectively, will be computed in the State office in accordance with instructions provided for that purpose. In those cases where there is an owner of a "Cotton Farm" or "Share-Cropper Farm" who is a person other than the operator, it will be necessary to type in line 9 of Part II of NCR-12 or the appropriate block of NCR-15, prepared for such owner, the serial number of the operator's application. Such number should be typed in, following the words "Cotton Farm" or "Share-Cropper Farm", as the case may be.

Execute Form NCR-17, Supplement to the Application for Payment, as follows:

1. Enter in the space provided in the upper right hand corner the State and county code and application number and the work sheet number.
2. The data called for in columns (a) to (p) of Form NCR-17 correspond to the data entered in columns (a) to (p) of Form NCR-11a, Supplement to the Summary of Performance, except that in column (a) of Form NCR-17 the number of the soil building practice is required in lieu of the name and the number as provided in column (n) of NCR-11a. These data should be transferred with care to avoid error. When Form NCR-17 is completely and correctly executed, it must be submitted to all share-croppers whose names appear in column (a) thereof.
3. Those share-croppers who desire to apply for payment may do so by signing their names in column (r) on the lines opposite their names in column (a).
4. Where the signature of a share-cropper is made by mark in column (r), the name of the share-cropper should be clearly and distinctly entered in column (r) and such signature witnessed by a disinterested party. The signature of the witness to the signature by mark should be entered in column (s) opposite the signature by mark.
5. If there are no share-croppers on "Cotton Farms" the operator will sign Form NCR-17 after the appropriate data

for the operator and owner have been listed thereon.

6. The original of the supplement to the application for payment, Form NCR-17, should be attached securely to the operator's application for payment, Form NCR-12 or Form NCR-15, and the duplicates filed with the duplicate of the operator's application for payment in the county office.

The procedure outlined herein may, upon recommendation of the State committee and approval by the North Central Division, be employed in whole or in part where, because of rotation practices, it is not possible equitably to designate and allocate the acres devoted to the production of soil conserving crops.

[S E A L]

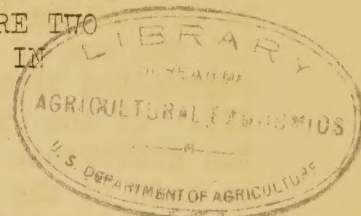
IN TESTIMONY WHEREOF, M. L. Wilson, Acting Secretary of Agriculture, has hereunto set his hand and caused the official seal of the Department of Agriculture to be affixed in the city of Washington, District of Columbia, this 3rd day of October, 1936.

M. L. Wilson

Acting Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1936 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL REGION

INSTRUCTIONS RELATIVE TO DETERMINATION OF ELIGIBILITY FOR
GRANT AND DETERMINATION OF AMOUNT OF PAYMENTS WHERE TWO
OR MORE FARMS ARE OWNED, OPERATED OR CONTROLLED IN
ONE COUNTY1. Determination of Eligibility for Grant:

- a. Operator.--The eligibility of an operator for a grant in a county will be determined by the performance on all farms owned, operated or controlled by such operator in such county.
- b. Owner.--The eligibility of an owner for a grant in a county will be determined by the performance on all farms owned, operated or controlled by such owner in such county.

2. Determination of Amount of Soil Conserving Payment (Class I Payments):

- a. Operator.--The determination of the total amount of the soil conserving payment to an operator for diversion from any soil depleting base to soil conserving and soil building crops shall be computed as follows: (1) For each farm in the county owned by the operator, multiply the number of acres diverted from the soil depleting base of any separate crop or group of crops on such farm to soil conserving crops and soil building crops by the determined rate for such separate crop or group of crops $\frac{1}{2}$; (2) For each farm in the county rented by the operator on shares, multiply the number of acres diverted from the soil depleting base of any separate crop or group of crops on such farm to soil conserving crops and soil building crops by the determined rate for such separate crop or group of crops, and multiply this result by the percentage to which the operator is entitled, such percentage to be determined in accordance with the provisions of N.C.R.-Bulletin No. 1; (3) For each farm in the county owned by the operator on which there has been an increase in the number of acres in soil depleting crops over the number of acres in the soil depleting base of any separate crop or group of crops, as provided in Section 7 of N.C.R.-Bulletin No. 1, multiply the number of acres in excess of the soil depleting base of any separate crop or group of crops, as provided in Section 7 of N.C.R.-Bulletin No. 1, by the determined rate for such separate crop or group of crops; (4) For each farm in the county rented by the operator on shares on which there has been an increase in the number of acres in soil depleting crops over the number of acres in the soil depleting base of any separate crop or group of crops, as provided in Section 7 of N.C.R.-

- 1/ Upon recommendation by the county agricultural conservation committee and approval by the State agricultural conservation committee, the amount of an operator's soil conserving payment, for any farm operated in 1936 by the owner and which farm was operated in 1935 under a share lease or operating agreement, will not exceed the amount of any soil conserving payment for such farm to which the owner would have been entitled had the terms of the 1935 lease or operating agreement been in effect in 1936.

Bulletin No. 1, multiply the number of acres in excess of the soil depleting base of any separate crop or group of crops, as provided in Section 7 of N.C.R.-Bulletin No. 1, by the determined rate for such separate crop or group of crops, and multiply this result by the percentage to which the operator would have been entitled, such percentage to be determined in accordance with the provisions of N.C.R.-Bulletin No. 1; (5) The sum of the amounts obtained for each farm in (3) and (4) shall be subtracted from the sum of the amounts obtained for each farm in (1) and (2). If the sum of (3) and (4) is greater than the sum of (1) and (2), the difference shall be deducted from any payments which otherwise would be made to the operator under the 1936 Agricultural Conservation Program for performance on farms owned, operated or controlled in the county by such operator in 1936;

PROVIDED, HOWEVER, the total amount of the soil conserving payment to an operator for diversion to soil conserving crops and soil building crops from such soil depleting bases as are established for a group of crops (not including cotton, tobacco, sugar beets, and flax), shall not exceed the sum of the maximum soil conserving payment for each farm, as specified in Section 2(a) of N.C.R.-Bulletin No. 1, and PROVIDED, FURTHER, the total amount of the soil conserving payment to an operator for diversion to soil conserving crops and soil building crops from such soil depleting bases as are established for a separate crop (cotton and/or tobacco) shall not exceed the sum of the maximum soil conserving payment for each such separate crop for each farm, as specified in Sections 2(b) and 2(c) of N.C.R.-Bulletin No. 1, and PROVIDED, FURTHER, the total amount of the payment to an operator made with respect to the production of a separate crop (sugar beets and/or flax) shall not exceed the sum of the maximum payment for each such separate crop for each farm, as specified in Sections 4 and 5 of N.C.R.-Bulletin No. 1.

b. Owner.--The determination of the total amount of the soil conserving payment to an owner for any separate crop or group of crops and the maximum amount of such payment shall be made by application of the rule outlined in the two preceding paragraphs modified by the substitution of "owner" for "operator" wherever the latter appears in such paragraphs.

3. Determination of amount of Soil Building Payment (Class II Payments):

a. Operator.--The determination of the total amount of the soil building payment to an operator shall be computed as follows: (1) For all farms in the county owned by the operator, multiply each number of acres devoted to an approved soil building practice by the rate for each such practice; (2) For all farms in the county rented by the operator on shares, multiply each number of acres devoted to an approved soil building practice by the rate for each such practice, and multiply this result by the percentage to which the operator is entitled, such percentage to be determined in accordance with the provisions of N.C.R.-Bulletin No. 1; (3) Add the amounts obtained in (1) and (2);

PROVIDED, HOWEVER, the total amount of the soil building payment to an operator shall not exceed an amount computed as follows: (1) For all farms in the county owned by the operator, multiply by \$1.00 the total number of acres devoted to soil conserving crops and soil building crops; (2) For all farms in the county rented on shares by the operator, multiply by \$1.00 the total number of acres devoted to soil conserving crops and

soil building crops, and multiply this result by the percentage to which the operator is entitled, such percentage to be determined in accordance with the provisions of N.C.R.-Bulletin No. 1; (3) Add the amounts obtained in (1) and (2).

b. Owner.--The determination of the total amount of the soil building payment to an owner and the maximum amount of such payment shall be made by application of the rule outlined in the two preceding paragraphs modified by the substitution of "owner" for "operator" wherever the latter appears in such paragraphs.

4. Deduction for Failure to Meet Minimum Acreage Requirement of Soil Conserving

Crops and Soil Building Crops:

If the total acreage of soil conserving crops and soil building crops on crop land on all farms owned, operated or controlled in the county in 1936 does not equal or exceed the minimum acreage requirement, as provided in Sections 3, 4, and 5 of N.C.R.-Bulletin No. 1, of soil conserving crops and soil building crops, there shall be deducted from any payment which otherwise would be made under the 1936 Agricultural Conservation Program for performance on farms owned, operated or controlled in the county in 1936 an amount computed as follows: (1) Ascertain the additional number of acres which would have been necessary to meet the total minimum acreage requirement for all farms owned, operated or controlled in the county in 1936 by subtracting from the number of acres constituting the total minimum acreage requirement for such farms the actual total number of acres in soil conserving crops and in soil building crops on such farms; (2) Multiply the number of acres ascertained in (1) by an amount equal to the rate per acre applicable to the farm having the highest rate determined pursuant to the provisions of Section 2(a) of N.C.R.-Bulletin No. 1; (3) Multiply the amount obtained in (2) by one and one-half.

5. Where Application for Grant is Made in One or More Counties and Acreage of

Soil Depleting Crops is Materially Increased in any other County:

If upon investigation it is ascertained that an owner or operator who has made an application for a grant in one or more counties has materially increased the acreage of soil depleting crops in another county, the Secretary reserves the right to impose appropriate deductions from the amount of any payments which otherwise would be made under the 1936 Agricultural Conservation Program for performance on farms owned, operated or controlled in any county by any such owner or operator.

